

MINUTES

REGULAR MEETING

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

President: "Good Morning, the August 12, 2015, meeting of the Board of Estimates is now called to order. In the interest of promoting the order and efficiency of these hearings, persons who are disruptive to the hearings will be asked to leave the hearing room immediately. Madam Deputy Comptroller, are there any corrections, additions or deferrals on the agenda?"

City Solicitor: "Madam Deputy Comptroller --"

Deputy Comptroller: "Yes, I'm sorry?"

City Solicitor: "On one additional item, the Rudolph's contract, of the matter is being deferred a week, needs to be extended one week."

Deputy Comptroller: "Ok, that's fine. Can you have -- place a Motion for the Board so we have a record that --. "

President: "Is that a motion?"

City Solicitor: "Make that a separate Motion on a non-routine item or can I do it as a part of the routine agenda?"

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Deputy Comptroller: "You can do it as a part of the routine, routine sir."

City Solicitor: "Okay, so I would Move as a part of the routine agenda, we agree to extend the Rudolph's contract as the incumbent provided by one week until next Wednesday."

Comptroller: "Second."

President: "All those in favor say AYE. All those opposed, NAY. The Motion carries. I will direct the Board members attention to the memorandum from my office dated August 10, 2011, identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a Motion to approve all of the items contained on the routine agenda."

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

Comptroller: "Second."

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

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MINUTES

Office of the President - Consultant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Consultant Agreement with the Professional Development and Training Center, Inc. d/b/a The Citizenship Law Related Education Program for the Baltimore City Council Page Program for Baltimore City Youth. The period of the agreement is effective upon Board approval through August 31, 2016.

AMOUNT OF MONEY AND SOURCE:

\$12,143.75 - 1001-000000-1000-104800-603026

BACKGROUND/EXPLANATION:

The Professional Development and Training Center, Inc. will recruit, train, and provide stipends for selected candidates and ongoing support for the City Council Page Program. High school students go through a screening process where they are interviewed and selected based on their interest in Baltimore City Government and the legislative process. The Professional Development and Training Center, Inc. will manage the recruiting and training of the students, the training of participating City Council staff, and other necessary program elements. The Office of the City Council President will promote and support the program while inviting two high school students to participate in the Page Program and one high school student to participate in the summer internship program. The intern will go through the Law Links program, which shares the same staff and curriculum as the Page Program. The students will be linked with a single advisor, who will act as the student's primary supervisor and mentor. Program participants will be given the opportunity to learn about City government and interact with significant public officials. Baltimore City youth will have a chance to strengthen their self-confidence, develop leadership skills, and learn from positive role models.

MINUTES

Office of the President - cont'd

Programs like the City Council Page Program are essential in taking kids off the streets and getting them involved in productive activities which will enable them to flourish academically, socially, and emotionally.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Consultant Agreement with the Professional Development and Training Center, Inc. d/b/a The Citizenship Law Related Education Program for the Baltimore City Council Page Program for Baltimore City Youth. The President **ABSTAINED.**

MINUTES

Baltimore Development Corporation - Amendment to PILOT Agreement
- State Center

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Amendment to the PILOT Agreement for State Center Parcel G and Parcel I-2 (Phase 1).

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On February 4, 2015, the Board approved a Payment In Lieu of Taxes (PILOT) Agreement with State Center, LLC, Developer for the development of State Center Parcel G and Parcel I-2. This amendment makes the following changes to that original Agreement:

- the Commencement Date shall change from 24 months following Board approval, to 38 months following Board Approval and
- the definition of Completion Date shall change to remove the construction sequencing of Phase 1, but leaves the required eight-year completion date intact.

These changes are necessary to ensure the project schedule, timing, and benchmarks in the PILOT Agreement and the Developer's Agreements with the State of Maryland ("State") are aligned, and eliminates the scenario where conforming to the requirements set forth in one agreement puts the Developer out of compliance with the other, and vice versa.

MINUTES

BDC - cont'd

MBE/WBE PARTICIPATION:

The Developer has signed the Commitment to Comply with Article 5, Subtitle 28 of the Baltimore City Code (2000 Edition) regarding participation by Minority Business Enterprises (MBE) and Women's Business Enterprises (WBE) in its development of this project.

THE DIRECTOR OF FINANCE RECOMMENDED APPROVAL.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment to the PILOT Agreement for State Center Parcel G and Parcel I-2 (Phase 1). The Comptroller

ABSTAINED.

MINUTES

EXTRA WORK ORDERS

* * * * *

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders

listed on the following page:

2696

All of the EWOs have been reviewed and approved

by the

Department of Audits, CORC,

and MWBOO, unless otherwise indicated.

MINUTES**EXTRA WORK ORDERS**

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

Department of Transportation

- | | | | | |
|---|---|------------------------------------|------------|---|
| 1. EWO #001, \$39,525.00 - TR 13305, Resurfacing Highways @
Various Locations - Northwest - Section II | | | | |
| \$ 3,167,791.00 | - | Machado
Construction
Company | 90
days | - |

A 90-day time extension is necessary to complete the traffic signalization work. The contract expired on July 28, 2015. The new completion date is October 26, 2015.

- | | | | | |
|---|---------------|-----------------------------------|---|---|
| 2. EWO #002, \$54,240.00 - TR 12017RR, Material Testing 2013
Various Projects Citywide | | | | |
| \$ 84,975.00 | \$ 100,000.00 | Froehling &
Robertson,
Inc. | - | - |
-
- | | | | | |
|--|----------------|--|---|---|
| 3. EWO #016, \$56,493.46 - TR 08046, Rehabilitation of Broening
Highway from Holabird Ave. to Colgate Creek | | | | |
| \$14,700,000.00 | \$1,192,693.45 | American Infra-
structure-MD,
Inc. | - | - |

MINUTES

Department of Planning - Report on Previously
Approved Transfers of Funds

At the meeting on July 23, 2015, the Planning Commission reviewed and approved Transfers of Funds. The same transfers of funds were approved by the Board of Estimates, subject to receipt of favorable reports from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter. Today, the Board is requested to **NOTE 18** favorable reports on Transfers of Funds approved by the Board of Estimates at its meetings on July 15, 2015 and July 22, 2015.

UPON MOTION duly made and seconded, the Board **NOTED** receipt of 18 favorable reports on Transfers of Funds approved by the Board of Estimates at its meetings on July 15, 2015 and July 22, 2015.

MINUTES

Fire Department - Subaward Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the FY 2014 Emergency Medical Services Subaward Agreement. The period of the Subaward Agreement is effective upon Board approval through December 15, 2015.

AMOUNT OF MONEY AND SOURCE:

\$28,000.00 - 4000-479116-3191-308700-404001

BACKGROUND/EXPLANATION:

The funds will be used to establish a project for the Ambulance Strike Team Formation and Support within the Baltimore City Fire Department. There are no future obligations of the Fire Department or the City as a result of the receipt of this grant.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the FY 2014 Emergency Medical Services Subaward Agreement.

MINUTES

Fire Department - Assistance to Firefighters Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the grant and execution of the FEMA Assistance to Firefighters Grant Agreement Number EMW-2014-FO-05833. The period of the Grant Agreement is effective upon Board approval through July 2, 2016.

AMOUNT OF MONEY AND SOURCE:

\$ 2,267,802.00 - 4000-479216-2142-229600-404001
226,780.00 - 1001-000000-2142-229600-605007 (City Match)
\$ 2,494,582.00

BACKGROUND/EXPLANATION:

This grant will allow for the purchase of vehicle extrication equipment, thermal imaging cameras, fire hoses, portable radios, and firefighter personal protection equipment.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the grant and execution of the FEMA Assistance to Firefighters Grant Agreement Number EMW-2014-FO-05833.

MINUTES

TRANSFERS OF FUNDS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

2701 - 2704

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

The Mayor **ABSTAINED** on item no. 3.

MINUTES

TRANSFER OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Planning</u>			
1.	\$200,000.00	9904-905795-9129	9904-908795-9127
	Gen. Fund	Capital Project	EBDI - Active
		Priorities - Reserve	

This transfer will provide funds to the EBDI for costs associated with capital projects, site improvements, real estate development, and project management activities for the East Baltimore Development Initiatives.

2.	\$ 50,000.00	9904-924009-9129	9904-926009-9127
	1 st Comm. and	Center Stage 50 th	Center Stage 50 th
	Economic Dev.	Anniversary Reno-	Anniversary Reno-
	Loan	vations - Reserve	vations - Active

This transfer will provide funds to Center Stage at 700 North Calvert Street for (the 50th Anniversary) renovations. Improvements will include an enhanced building exterior, expanded functional public spaces, a new education suite, a new theater space and infrastructure upgrades to replace antiquated systems that have reached the end of their useful lives. Mechanical systems will be replaced with greener and more energy efficient models. This project will better position the theater to serve the community.

3.	\$400,000.00	9904-926011-9129	9904-929011-9127
	10 th National	National Aquarium	National Aquarium
	Aquarium Loan	Chesapeake Bay	Chesapeake Bay
		Exhibition - Reserve	Exhibition

This transfer will provide funds to the National Aquarium for improvements to the Waterfront Park on Pier 3, interactive exhibits along both Piers 3 and 4, and floating and perched wetlands will serve to both soften the Harbor's edge and educate citizens on the thriving marine life just beneath the surface of the water. Funding will also be used for infrastructure projects inside the Aquarium's main building.

MINUTES

TRANSFER OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Recreation and Parks</u>			
4.	\$28,000.00	9938-925004-9475	9938-928004-9474
	State (Program	Reserve - Stony	Active - Stony
	Open Space)	Run Trail	Run Trail

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1167, Task #27 to Rummel, Klepper & Kahl, LLP.

5.	\$10,000.00		
	Park Maintenance		
	Facility		
	5,000.00	9938-911039-9475	
	Rec. & Parks	Reserve - Park	
	27 th Series	Maintenance Facility	
	\$ 5,000.00	9938-911039-9475	
	State (Program	Reserve - Park	
	Open Space)	Maintenance Facility	
	\$10,000.00	-----	9938-912039-9474
			Active - Park
			Maintenance
			Facility

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1167, Task #26 to Rummel, Klepper & Kahl, LLP.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development</u>		
6. \$1,000,000.00	9996-923986-9587	
Comm. Dev.	Housing Repair	
Block Grant 41	Assistance	
\$ 600,000.00	-----	9996-947003-9593
		Deferred Loan
		Program
<u>400,000.00</u>	-----	9996-920089-9593
\$1,000,000.00		Emergency Roof
		Repair Program

This transfer will provide funding for the Housing Repair Assistance's Deferred Loan and Emergency Roof Repair program for Fiscal Year 2016.

7. \$1,219,763.00	9996-925019-9587	9996-930011-9593
Comm. Dev.	Homeownership	Direct Homeowner-
Block Grant 41	Incentive Program -	ship
	Reserve	

This transfer will provide Community Development Block Grant funds for Baltimore Housing's Homeownership Incentive Program for fiscal year 2016.

Enoch Pratt Free Library (EPFL)

8. \$500,000.00	9936-917037-9458	9936-919037-9457
6 th Public Bldg.	Hampden Library	Hampden Library
Loan	Renovation - Reserve	Renovation

The Hampden Library which opened for service in July 1990 is in need of renovation to maximize use of the 5,451 sq. ft. facility, one of the smallest in the library system.

MINUTES**TRANSFERS OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
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The current basement of the building is not accessible to the public, thus all public services are limited to the first floor. The EPFL hope to add an accessible public meeting room in the basement along with a restroom. The remainder of the basement will be modified for staff use which will increase space availability on the first floor for materials and services. This project will protect the Library's investment in collections, furnishings, and equipment. Approval of this request will allow for the awarding of a contract to begin the planning for this project which will improve services in the Hampden community.

Department of Transportation

9. \$600,000.00	9950-914021-9509	9950-905023-9508
Other	Construction	Central Avenue
	Reserve - Central	Phase II
	Avenue Phase II	

This transfer will cover the costs related to the Project TR12317 Central Avenue - Phase II.

MINUTES

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Land Disposition Agreement with Zodiac Real Estate Development Group, LLC, Developer, for the sale of the City-owned vacant properties located at 1417 and 1419 N. Broadway, in the Broadway East Community.

AMOUNT OF MONEY AND SOURCE:

\$12,500.00 - 1417 N. Broadway
12,500.00 - 1419 N. Broadway
\$25,000.00 - Purchase Price

BACKGROUND/EXPLANATION:

The project will consist of building two townhouses on the lots. When completed, the homes will be rented or sold, depending on market conditions. The project will be privately financed.

The properties were journalized and approved for sale on July 6, 1988 and June 27, 2006, respectively.

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

Not applicable.

The two lots were priced at \$10,000.00 each, pursuant to the Waiver Valuation Process of the Appraisal Policy of Baltimore City and will be sold for \$12,500.00 each. The properties are being sold above the price determined in accordance with the Appraisal Policy of Baltimore City.

Pursuant to the provisions under the Baltimore City Code, Article 28 § 8-3, all terms and conditions of the agreement were approved.

MINUTES

DHCD - cont'd

MBE/WBE PARTICIPATION:

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Zodiac Real Estate Development Group, LLC, Developer, for the sale of the City-owned vacant properties located at 1417 and 1419 N. Broadway, in the Broadway East Community.

MINUTES

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Land Disposition Agreement with Reddington Development, LLC., Developer, for the sale of the City-owned property located at 2319 Ashland Avenue, in the Milton Montford neighborhood.

AMOUNT OF MONEY AND SOURCE:

\$5,000.00 - Purchase Price

BACKGROUND/EXPLANATION:

The project will involve the rehabilitation of the vacant building which the Purchaser plans to rehabilitate the property for resale. The Purchase price will be paid to the City at the time of settlement. The project will be privately financed.

The property was approved through Sales Ordinance § 04-1397, signed by the Mayor on August 6, 2004.

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

In accordance with the Waiver Valuation Process of the Appraisal Policy of Baltimore City, the Department as determined the property located at 2319 Ashland Avenue to be valued at \$6,000.00. The property is being sold for \$5,000.00. The sale of this vacant property at a price below the Waiver Valuation Price will be a specific benefit to the immediate community, eliminate blight, create jobs during reconstruction, and the property will be returned to the tax rolls.

MBE/WBE PARTICIPATION:

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

MINUTES

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Reddington Development, LLC. Developer, for the sale of the City-owned property located at 2319 Ashland Avenue, in the Milton Montford neighborhood.

MINUTES

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Castle Street Limited Partnership, Developer, for the sale of the City-owned properties located at 1901, 1903, 1905, 1907, 1909, 1911, 1913, 1915, 1917, 1919, 1921, 1923, 1925, 1927 N. Castle Street and 1900, 1902, 1904, 1906, 1908, 1910, 1912, 1914, 1916, 1918, 1920, 1922, 1924 N. Chester Street and 2025 E. 20th Street (the Property).

AMOUNT OF MONEY AND SOURCE:

\$300,000.00 - Purchase price

BACKGROUND/EXPLANATION:

The City will convey all of its rights, title, and interests in 1901, 1903, 1905, 1907, 1909, 1911, 1913, 1915, 1917, 1919, 1921, 1923, 1925, 1927 N. Castle Street and 1900, 1902, 1904, 1906, 1908, 1910, 1912, 1914, 1916, 1918, 1920, 1922, 1924 N. Chester Street and 2025 E. 20th Street to Castle Street Limited Partnership for the price of \$300,000.00. The appraised value of these properties is \$238,000.00.

The provisions of Ordinance No. 477, approved December 6, 1973; Article 28, Subtitle 8 of the Baltimore City Code (the Code); Article II, Section 15 of the Charter of Baltimore City (2010 Edition); Article 13, Section 2-7(h) (2) (ii) (C) of the Code; and Ordinance No. 02-445, approved on October 31, 2002, authorize the City to sell the Property.

The Castle Street Limited Partnership will purchase the Property from the City of Baltimore, which will be developed into a 34-unit veteran's housing apartment complex of new construction, non-elevator, stacked unit housing in the 1900 block of N. Castle and N. Chester Streets in east Baltimore.

MINUTES

DHCD - cont'd

The anticipated unit mix for this project will be 28 one-bedroom units and six two-bedroom units. The project will also include a multi-purpose community area, a fitness center, an on-site management office, consultation rooms, and laundry facilities.

The project is directly east of the Columbus School project, which was developed under the same ownership and management team as the Project. This project will continue to solidify the revitalization of the neighborhood. Once transferred and redeveloped, the property will be active on the tax rolls of Baltimore City, thereby resolving tax abandonment.

The Property will be sold at or above the appraised market value.

MBE/WBE PARTICIPATION:

The Developer has signed the Commitment to Comply with the Minority and Women's Business Enterprise Program of the City of Baltimore.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Castle Street Limited Partnership, Developer, for the sale of the City-owned properties located at 1901, 1903, 1905, 1907, 1909, 1911, 1913, 1915, 1917, 1919, 1921, 1923, 1925, 1927 N. Castle Street and 1900, 1902, 1904, 1906, 1908, 1910, 1912, 1914, 1916, 1918, 1920, 1922, 1924 N. Chester Street and 2025 E. 20th Street.

MINUTES

Department of Housing and - Memorandum of Understanding
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Memorandum of Understanding (MOU) between the Maryland Department of Housing and Community Development (MDDHCD) and the Mayor and City Council of Baltimore to collaboratively conduct the Grand Slam Program, a discounted mortgage interest rate program (part of the Maryland Mortgage Program - MMP).

AMOUNT OF MONEY AND SOURCE:

\$1,000,000.00 - 9910-907109-9588

BACKGROUND/EXPLANATION:

The Grand Slam Program is a collaborative initiative co-sponsored by the State of Maryland and the City to aid eligible home buyers in the purchase of homes in Baltimore City. The Grand Slam Program is part of the Maryland Mortgage Program (MMP) and features a discount mortgage interest rate of 0.25% below the standard MMP rate. Additional features and benefits of the Grand Slam Program include:

- \$7,500.00 in down payment assistance grants (\$5,000.00 from the State and \$2,500.00 from the City).
- The MDDHCD commits \$2,000,000.00 (the DHCD Grant Funds) to fund Program Grants.
- The City commits \$1,000,000.00 (the City Grant Funds) to fund Program Grants.
- Maryland Home Credit Program - easier access and waiver of the State fee:

This program provides annual federal income tax credits for up to 25% of mortgage interest payments.

MINUTES

DHCD - cont'd

- Ability to layer incentives from the Baltimore Homeownership Incentive:

Program (B-Hip) - Baltimore City Employee Homeownership Program, "Live Baltimore event incentives, Live Near Your Work," "Vacants to Value" Booster program and the Community Development Block Grant Program.

- The Grand Slam Program will be available from August 17, 2015 to December 31, 2015 or until down payment assistance funds are exhausted.

The Grand Slam Program will be jointly promoted by the Baltimore City Department of Housing and Community Development and the Maryland Department of Housing and Community Development in partnership with housing counseling agencies, lenders, and the Greater Baltimore Board of Realtors. It builds upon the progress of the Baltimore Homeownership Incentive Program and gives it an added boost through the remainder of 2015. The program will also contribute to the City's goal for growing Baltimore by 10,000 households in ten years.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding between the Maryland Department of Housing and Community Development and the Mayor and City Council of Baltimore to collaboratively conduct the Grand Slam Program, a discounted mortgage interest rate program (part of the Maryland Mortgage Program - MMP). The Mayor **ABSTAINED**.

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

In accordance with the Rules for Prequalification of Contractors, as amended by the Board on October 30, 1991, the following contractors are recommended:

Centennial Contractors Enterprises, Inc.	\$122,967,000.00
Corinthian Contractors, Inc.	\$ 8,000,000.00
Cuddy & Associates, LLC	\$ 4,464,000.00
D&B Construction, Inc.	\$ 5,805,000.00
Delaine Contractors, Inc.	\$ 1,500,000.00
F.H. Paschen, S.N. Nielsen & Associates, LLC	\$499,437,000.00
Fulton Communications, A Vertical Company	\$ 1,500,000.00
Highlander Contracting Company, LLC	\$ 8,000,000.00
Mark-Lang, Inc.	\$ 1,500,000.00
Oscar Renda Contracting, Inc.	\$368,307,000.00
Paige Industrial Services, Inc.	\$ 7,821,000.00
Skanska USA Civil Southeast, Inc.	\$333,540,000.00
SOJAM LLC d/b/a Martin J. Braun Company	\$ 8,000,000.00
Trionfo Builders, Inc.	\$ 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:

Infrastructure Technologies, LLC	Engineer
McKissack & McKissack	Architect Engineer
Schnabel Engineering Consultants, Inc.	Engineer

MINUTES**BOARDS AND COMMISSIONS**

Spears/Votta & Associates, Inc.	Engineer
Traut Landscaping Studio, LLC	Landscape Architect
Universal Technical Resource Services, Inc.	Engineer

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

MINUTES

Department of Law - Settlement Agreement and Release

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the settlement brought by Mr. David Yim against Officer Fred Murray, III for alleged assault, battery, and intentional infliction of emotional distress, violations of provisions of the Maryland Declaration of Rights, and violations of rights under the United States Constitution.

AMOUNT OF MONEY AND SOURCE:

\$150,000.00 - 1001-000000-2041-716700-603070

BACKGROUND/EXPLANATION:

On April 10, 2012, Officer Murray received a call from dispatch for a person with a knife walking in the 2800 block of Riggs Avenue. Officer Murray responded in his marked police vehicle. When Officer Murray encountered the Plaintiff, he saw that he had a large 7-9" butcher's knife. Officer Murray attempted to provide verbal commands to the Plaintiff. The Plaintiff started to advance slowly toward Officer Murray's patrol vehicle. Officer Murray then shot at the Plaintiff from the inside of his patrol vehicle (through the windshield) and struck the Plaintiff in the abdomen. The Plaintiff continued walking down the street and went on to a porch of a nearby residence. After several commands to drop the knife, the Plaintiff complied and was arrested. The responding officers located another knife in the Plaintiff's waist band. A medic unit was called, and the Plaintiff was transported to Shock Trauma for treatment. The Plaintiff suffers from mental illness. As a result of the incident, the Plaintiff filed suit seeking in excess of \$75,000.00 in compensatory damages and in excess of \$75,000.00 in punitive damages for each claim (total of at least \$600,000.00 in damages). Because of the factual issues involved and objective injuries suffered by Plaintiff, and given the uncertainties and unpredictability of jury verdicts, the parties propose to settle the matter for a total sum of \$150,000.00 in return for a dismissal of the litigation.

MINUTES

Dept. of Law - cont'd

Based on a review of the facts and legal issues specific to this case, the Settlement Committee of the Law Department recommends that the Board approve the settlement of this case as set forth herein.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Settlement Agreement and Release brought by Mr. David Yim against Officer Fred Murray, III for alleged assault, battery, and intentional infliction of emotional distress, violations of provisions of the Maryland Declaration of Rights, and violations of rights under the United States Constitution.

MINUTES

Department of Law - Settlement Agreement and Release

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the settlement brought by Plaintiff Kevin Gray against Officers Jai Etwaroo, Ronnie Waters, Benjamin Frieman, and Sgt. Mark Rutkowski alleging battery, false arrest, false imprisonment, malicious prosecution, and violations of provisions of the Maryland Declaration of Rights.

AMOUNT OF MONEY AND SOURCE:

\$60,000.00 - 1001-000000-2041-716700-603070

BACKGROUND/EXPLANATION:

On Friday, November 13, 2012, the Plaintiff Kevin Gray was driving his car southbound on the 4500 block of Harford Road when he was pulled over by Defendant Officers Etwaroo, Waters and another officer for having a covered license plate. When Officer Waters came to the Plaintiff's window and asked for his license and registration the Plaintiff Gray could not locate it. Officer Etwaroo recognized the Plaintiff from a previous incident involving suspected CDS. Officer Waters ordered Plaintiff out of the car to which the Plaintiff complied and then consented to a search of the car. Nothing was recovered from the search. Defendant Etwaroo escorted the Plaintiff to the side of the road, near a shed, and then conducted an invasive search of Plaintiffs body. After nothing was recovered, the Plaintiff was released.

As a result of the incident, the Plaintiff filed suit seeking damages in excess of \$75,000.00 in compensatory damages and in excess of \$75,000.00 in punitive damages for each claim (total of at least \$1,400,000.00 in damages).

MINUTES

Department of Law - cont'd

Because of conflicting factual issues and legal concerns, including probable cause for searches, and given the uncertainties and unpredictability of jury verdicts, the parties propose to settle the matter for a total sum of \$60,000.00 in return for a dismissal of the litigation.

Based on a review by the Settlement Committee of the Law Department of the legal and factual issues specific to this particular claim, a recommendation is made to the Board to approve the settlement of this case as set forth above avoid the uncertainty and expense of further litigation and potential appeals.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Settlement Agreement and Release brought by Plaintiff Kevin Gray against Officers Jai Etwaroo, Ronnie Waters, Benjamin Frieman and Sgt. Mark Rutkowski alleging battery, false arrest, false imprisonment, malicious prosecution and violations of provisions of the Maryland Declaration of Rights.

MINUTES

Department of Law - Settlement Agreement and Release

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the negligence action brought by Sandra Tudor against Baltimore County and the City of Baltimore for damages arising from a trip and fall over a sunken and dangerous City water meter vault located on a Baltimore County sidewalk.

AMOUNT OF MONEY AND SOURCE:

\$40,000.00 - Baltimore City
10,000.00 - Baltimore County
\$50,000.00 - 2071-000000-5460-394404-603070

BACKGROUND/EXPLANATION:

On or about February 11, 2014, the Plaintiff, Ms. Tudor crossed North Point Road in Baltimore County, stepped onto the sidewalk and fell into or over a sunken Baltimore City water meter and was seriously injured. As a result, the Plaintiff filed a complaint against Baltimore City and Baltimore County. The Plaintiff's injuries were objective, significant, and permanent. In order to avoid the uncertainties of a jury verdict in this case, the City proposes to settle this matter, and requests the total sum of \$40,000.00, in return for a complete dismissal of the litigation against it.

Based on a review by the Settlement Committee of the Law Department of the legal and factual issues specific to this particular claim, a recommendation is made to the Board to approve the settlement of this case as set forth above to avoid the uncertainty and expense of further litigation and potential appeals.

APPROVED FOR FUNDS BY FINANCE

MINUTES

Department of Law - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Settlement Agreement and Release brought by Sandra Tudor against Baltimore County and the City of Baltimore for damages arising from a trip and fall over a sunken and dangerous City water meter vault located on a Baltimore County sidewalk.

MINUTES

Department of Law - Settlement Agreement and Release

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the settlement of this action brought by Plaintiff Duncan Smith against Officers Jose Boscana and James Brooks alleging battery, false arrest, false imprisonment, malicious prosecution, and violations of provisions of the Maryland Declaration of Rights.

AMOUNT OF MONEY AND SOURCE:

\$70,000.00 - 1001-000000-2041-716700-603070

BACKGROUND/EXPLANATION:

On Friday, October 10, 2011, the Plaintiff went to the Taste Lounge at approximately midnight. At closing time, Officer Brooks was dispersing the crowd when he noticed two men (one of which was the Plaintiff) who were being loud and obstinate in their refusal to leave. While Officers Boscana and Brooks were instructing the Plaintiff to leave, a third officer arrested the other male. When Officer Boscana attempted to go over to provide assistance, the Plaintiff approached him to ask why the other individual was being arrested. When Officer Boscana instructed the Plaintiff to step back, Officer Boscana contends that the Plaintiff struck him in the arm and that Officer Brooks struck the Plaintiff with his baton to prevent him from striking Officer Boscana again. The Plaintiff, however, claims that he was struck in the head by Officer Brooks' baton repeatedly for no reason. The Plaintiff was arrested and transported to Harbor Hospital.

As a result of the incident, the Plaintiff filed suit seeking damages in excess of \$75,000.00 in compensatory damages and in excess of \$75,000.00 in punitive damages for each claim (total of at least \$900,000.00 in damages).

MINUTES

Department of Law - cont'd

Because of conflicting factual issues and objective injuries suffered by the Plaintiff, and given the uncertainties and unpredictability of jury verdicts, the parties propose to settle the matter for a total sum of \$70,000.00 in return for a dismissal of the litigation.

Based on a review of the facts and legal issues specific to this case, the Settlement Committee of the Law Department recommends that the Board approve the settlement of this case as set forth herein.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Settlement Agreement and Release of this action brought by Plaintiff Duncan Smith against Officers Jose Boscana and James Brooks alleging battery, false arrest, false imprisonment, malicious prosecution, and violations of provisions of the Maryland Declaration of Rights.

MINUTES

Mayor's Office on Criminal - Acceptance of Grant Awards
Justice (MOCJ)

The Board is requested to approve and authorize acceptance of Grant Awards from the Governor's Office of Crime Control and Prevention (GOCCP) for the below indicated programs. The period of the Grant Award is July 1, 2015 through June 30, 2016.

PROGRAMAMOUNT**1. JUVENILE DIVERSION PROGRAM****\$ 70,460.00**

Account: 4000-479316-2252-690500-600000

The funds will be used to provide salary support to the program. The program targets juveniles arrested for misdemeanor offenses with no significant delinquency or criminal history and juveniles who receive citations for less than ten grams of marijuana. The program provides diversion options such as Teen Court, community conferencing, mentoring, substance abuse treatment, and mental health treatment as an alternative to the formal juvenile justice system.

2. SEX OFFENSE UNIT ADVOCACY PROJECT**\$ 16,890.00**

Account: 5000-597216-2252-688000-600000

The funds will be used to fund the salaries of Victim Advocates. The Advocates accompany detectives to conduct outreach to victims of current sexual assault cases and cold case notification(s) in Baltimore City.

The Grant Awards are late because they were recently received from the Grantor.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

MOCJ - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Grant Awards from the Governor's Office of Crime Control and Prevention for the indicated programs.

MINUTES

Office of the State's Attorney (OSA) - Grant Award Renewals

The Board is requested to approve and authorize execution of the Grant Award Renewals from the Governor's Office of Crime Control and Prevention (GOCCP) for the various services. The period of the Agreement is July 1, 2015 through June 30, 2016.

1. **GUN VIOLENCE REDUCTION INITIATIVE** **\$ 104,000.00**

Account: 5000-504816-1150-118000-601001

The GOCCP has awarded funds to support the Gun Violence Reduction Initiative program. The funding will support the salary of one cross-designated Assistant State's Attorney to the U.S. Attorney's Office assigned to handle the prosecution of gun cases as a part of the citywide effort to reduce gun violence.

2. **INTER-AGENCY WAR ROOM COORDINATION** **\$ 604,452.00**

Account: 5000-504916-1152-137200-601001

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

3. **COMPREHENSIVE VIOLENCE PROSECUTION** **\$2,459,195.00**

Account: 5000-501516-1150-118000-601001

The GOCCP has awarded these funds to support the prosecutions of non-fatal shootings, recidivist gun offenders, gun trafficking cases, and homicide cases in the Circuit Court. The grant funds will cover the salary and benefits of 17 full-time employees and rent for the OSA office space.

MINUTES

OSA - cont'd

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Grant Award Renewals from the Governor's Office of Crime Control and Prevention for the various services.

MINUTESDepartment 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. 1226 S. Clinton Street	4-G Partnership	Outdoor seating 24'x4'
Annual Charge:	\$561.50	
2. 11½ W. Chase Street	The Baltimore Chapter of The American Institute of Architects	One bicycle rack 6'x4"
Application Fee:	\$ 25.00	
3. 520 Park Avenue	520 Park Avenue Business Trust	One set of steps 12'x5' on Centre Street, three sets of steps on Park Avenue 3'6"x8'4" each, one handicap ramp
Application Fee:	\$ 50.00	
4. 817 S. Broadway	817-819 Broadway, LLC	One flat sign 6'x9", two gooseneck lights
Annual Charge:	\$ 88.00	

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

There being no objections the Board, UPON MOTION duly made and seconded, approved the aforementioned Minor Privilege Permits.

MINUTES

Department of Transportation - Developer's Agreement No. 1380

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Developer's Agreement No. 1380 with Miller's Square, LLC.

AMOUNT OF MONEY AND SOURCE:

\$20,320.00

BACKGROUND/EXPLANATION:

The Developer would like to install new water improvements to its proposed construction located in the vicinity of 2700 Remington Avenue. This Developer's Agreement will allow the Developer to do its own installation in accordance with Baltimore City Standards.

A Letter of Credit in the amount of \$20,320.00 has been issued to Miller's Square, LLC, which assumes 100% of the financial responsibility.

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Developer's Agreement No. 1380 with Miller's Square, LLC.

MINUTES

Department of Transportation - Developer's Agreement No. 1415

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Developer's Agreement No. 1415 with 4701 O'Donnell Street, LLC.

AMOUNT OF MONEY AND SOURCE:

\$85,000.00

BACKGROUND/EXPLANATION:

The Developer would like to install new sidewalk, curb, and gutter improvements to its proposed construction located in the vicinity of 4701 O'Donnell Street. This Developer's Agreement will allow the Developer to do its own installation in accordance with Baltimore City Standards.

A Letter of Credit in the amount of \$85,000.00 has been issued to 4701 O'Donnell Street, LLC, which assumes 100% of the financial responsibility.

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Developer's Agreement No. 1415 with 4701 O'Donnell Street, LLC.

MINUTES

Department of Transportation - Right-of-Entry Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Right-of-Entry Agreement with the State of Maryland Department of General Services.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The Baltimore City Department of Public Works is proposing to make repairs and improvements to its sanitary sewer system in conjunction with Sanitary Sewer Project SC-903. This Right-of-Entry Agreement will allow the City's contractor to enter onto a portion of State property located at 700 East Patapsco Avenue to make repairs.

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Right-of-Entry Agreement with the State of Maryland Department of General Services.

MINUTES

Bureau of Solid Waste - Memorandum of Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the ratification of the Memorandum of Agreement with the Maryland Department of Juvenile Services (DJS). The period of the Agreement is effective upon Board approval through June 30, 2016.

AMOUNT OF MONEY AND SOURCE:

\$256,100.00 - 1001-000000-5152-386500-603026

BACKGROUND/EXPLANATION:

On February 26, 2014, the Board approved a Memorandum of Understanding (MOU) between The Department of Public Works and the Maryland Department of Juvenile Services. The purpose of the program was to provide youth under DJS supervision with workforce development and training opportunities. On June 4, 2014, the Board approved the first two one-year renewal options extending the program to June 30, 2015. Through inadvertence, the parties were unable to exercise the final one year extension option before June 30, 2015, when the MOU expired. The agency and DJS would like to reinstate the program as it was found to be mutually beneficial and provide a valuable service to youth in the DJS system. The terms of the new proposed agreement are the same in regards to the type of work the youth workers will provide. The sole changes are in the name of the program, changed from Trash Busters to the Green Cadets program, and an increase in hourly wages to comply with minimum wage requirements.

The City Charter at Article VI, §11(e)(i) allows an exception to formal advertisement when "no advantage will result in seeking, or it is not practicable to obtain, competitive bids."

MINUTESBureau of Solid Waste - cont'd

Accordingly, the Bureau of Solid Waste intends to enter into a Memorandum of Agreement whereby DJS will administer the Green Cadets Job Program and will provide debris removal services utilizing unskilled labor performed by juveniles that are participants in the Program. The Bureau of Solid Waste believes the Program is providing a community service, is beneficial to the community at large and that the costs associated with the program are reasonable.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION

UPON MOTION duly made and seconded, the Board approved and authorized execution of the ratification of the Memorandum of Agreement with the Maryland Department of Juvenile Services.

MINUTES

Health Department - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the purchase of gift cards as incentives for the Dating Matters Program.

AMOUNT OF MONEY AND SOURCE:

\$4,375.00 - 175 Walgreens gift cards @ \$25.00 ea.
2,500.00 - 100 Downtown Locker Room gift cards @ \$25.00 ea.
600.00 - 30 Subway gift cards @ \$20.00 ea.
\$7,475.00 - 4000-428515-3160-271400-604025

BACKGROUND/EXPLANATION:

The Walgreens, Downtown Locker Room, and Subway gift cards will be used as incentives for participants in the Dating Matters Program. Incentive cards will be distributed based on completion of program requirements, reward for progress in school and need.

The Health Department adopted a consolidated policy for the purchase, distribution, and documentation of all incentive cards. The central tenets of this policy account for: 1) a single means of procuring all incentive cards through the Board of Estimates; 2) the documentation of each incentive card and its recipient; 3) a monthly reconciliation for all purchases that account for all distributed and non-distributed cards, and; 4) periodic internal reviews of programs' activity vis'-a-vis' the internal policy, which are to be shared with the Department of Audits.

This policy has been reviewed by both the Solicitor's Office and by the Department of Audits. Consistent with the original Board of Estimates approval, all requests for payment for the above incentive cards will be subject to the Department of Audits approval.

MINUTES

Health Department - cont'd

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized the purchase of gift cards as incentives for the Dating Matters Program.

MINUTES

Health Department - Ratification of the Updated Unified Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to ratify the Updated Unified Grant Award from the State of Maryland, Department of Health and Mental Hygiene for the period ending May 31, 2015.

AMOUNT OF MONEY AND SOURCE:

<u>Grant Description</u>	<u>Type of Action</u>	<u>Amount of Action</u>	<u>Total Award</u>
Children with Special Health Care Needs	Reduction	(\$474.00)	\$ 28,356.00
WIC	Reduction	(122,550.00)	2,008,060.00
RW B Health Support Services	Reduction	(140,400.00)	3,021,053.00
Partnership for Care	Reduction	(54,031.00)	20,969.00
Cancer Prev. Educ., Scrn, Diag-Non Clinical	Supplement	38,018.00	269,247.00
Cancer Prev. Educ., Scrn, Diag-Clinical	Reduction	<u>(206,582.00)</u>	753,815.00
	Total	(\$486,019.00)	

MINUTES

Health Department - cont'd

BACKGROUND/EXPLANATION:

As the fiscal year progresses, supplements, modifications, and/or reductions will be processed through the granting administrations with revised Unified Funding awards being issued. The most current Unified Funding Document will be the official award of record.

The Updated Unified Funding Document is late due to oversight. The Department apologizes for the lateness.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board ratified the Updated Unified Grant Award from the State of Maryland, Department of Health and Mental Hygiene for the period ending May 31, 2015.

MINUTES

Health Department - Ratification of the Updated Unified Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of the updated unified grant award from the State of Maryland, Department of Health and Mental Hygiene for the period ending April 30, 2015.

AMOUNT OF MONEY AND SOURCE:

<u>Grant Description</u>	<u>Type of Action</u>	<u>Amount of Action</u>	<u>Total Award</u>
Core Public Health Services	Reduction	(\$915,945.00)	\$8,215,776.00
Maryland Million Hearts	Reduction	(9,748.00)	96,148.00
State and Local Public Health Public Actions	Reduction	(27,741.00)	158,819.00
Improved Pregnancy Outcome	New	40,143.00	40,143.00
Adult Day Care	Correction	136,753.00	136,753.00
No Wrong Door	Supplement	125,400.00	125,400.00
Tobacco Use Prev. Community Based	Reduction	<u>(10,245.00)</u>	89,755.00
	Total	(\$661,383.00)	

MINUTES

Health Department - cont'd

BACKGROUND/EXPLANATION:

As the fiscal year progresses, supplements, modifications, and/or reductions will be processed through the granting administrations with revised Unified Funding Awards being issued. The most current Unified Funding Document will be the official award of record.

The updated Unified Funding Document is late due to oversight. The Department apologizes for the lateness.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved acceptance of the Updated Unified Grant Award from the State of Maryland, Department of Health and Mental Hygiene for the period ending April 30, 2015.

MINUTES

Health Department - Ratification of Amended Agreement

ACTION REQUESTED OF B/E:

The Board is requested to ratify the Amended Agreement with Independent Marylanders Achieving Growth through Empowerment, Inc. (IMAGE), for the Maryland Access Point Program. The period of the Amendment to an Agreement was July 1, 2014 through June 30, 2015.

AMOUNT OF MONEY AND SOURCE:

\$2,067.00 - 5000-563015-3044-295900-603051

BACKGROUND/EXPLANATION:

The Original Agreement was approved by the Board on October 29, 2014, in the amount of \$17,993.00. The Department is requesting approval of an additional amount of \$2,067.00 for additional services, making the new total amount \$20,060.00. The Department receives funding from the Maryland Department of Aging (MDoA) for the development of an Aging and Disability Resource Center (ADRC) through the Area Agencies on Aging (AAA), Maryland Access Point (MAP) program.

The funding for this program was not received in time to get finalization of budget and approval from the Law Department before the end of the contract period.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board ratified the Amended Agreement with Independent Marylanders Achieving Growth Through Empowerment, Inc. (IMAGE), for the Maryland Access Point Program.

MINUTES

Health Department - Ratification of Amendment to an Agreement

ACTION REQUESTED OF B/E:

The Board is requested to ratify the Amendment to an Agreement with Progressus Therapy, LLC.

AMOUNT OF MONEY AND SOURCE:

\$15,525.00 - 4000-428215-3080-294301-603051

BACKGROUND/EXPLANATION:

The original Agreement was approved by the Board on September 17, 2014, in the amount of \$244,155.00 and for the period July 1, 2014 through June 30, 2015. Due to the need for additional therapy services for the Baltimore Infants & Toddlers Program, the Department increased the agreement by \$15,525.00. This made the total amount \$259,680.00.

The request is late because additional services were needed during the period of June 1-30, 2015.

MBE/WBE PARTICIPATION:

MWBOO GRANTED A WAIVER

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board ratified the Amendment to the Agreement with Progressus Therapy, LLC.

MINUTES

Health Department - Notice of Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the FY'16 Notification of Grant Award and Agreement for the Senior Companion Program from the Corporation for National and Community Service (CNCS). The period of the Agreement is July 1, 2015 through June 30, 2016.

AMOUNT OF MONEY AND SOURCE:

\$296,031.00 - 4000-423516-3110-306500-404001

BACKGROUND/EXPLANATION:

The purpose of this Notice of Grant Award and Agreement is to provide funding to assist The Baltimore City Health Department (BCHD) in carrying out a national service program as authorized by the Domestic Volunteer Service Act of 1973, as amended (42 U.S.C., Chapter 22).

The Department's Senior Companion Program contracts with various City agencies to employ low-income persons of sixty years of age and over. The Senior Companion Program assists the elderly and other homebound persons in Baltimore City with everyday tasks and brings together volunteers age sixty and over with adults in their community who have difficulty with the simple tasks of day-to-day living.

The grant agreement is late because it was just received on June 25, 2015.

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the FY'16 Notification of Grant Award and Agreement for the Senior Companion Program from the Corporation for National and Community Service.

MINUTES

Health Department - Notice of Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the Grant Award from CareFirst BlueCross BlueShield. The period of the Notice of Grant Award is July 1, 2015 through June 30, 2016.

AMOUNT OF MONEY AND SOURCE:

\$44,400.00 - 4000-421316-3080-595507-404001

BACKGROUND/EXPLANATION:

The purpose of this Notice of Grant Award is to support the Baltimore City's Central Triage System.

The Grant Award is late because it was just received on June 5, 2015.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Grant Award from CareFirst BlueCross BlueShield.

MINUTES

Health Department - Employee Expense Statement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the reimbursement to Pamela Klecan for expenses incurred during the month of March 2015.

AMOUNT OF MONEY AND SOURCE:

\$15.00 - 533115-3044-273300-603003 (Parking)
75.90 - 533115-3044-273300-603002 (Mileage)
\$90.90

BACKGROUND/EXPLANATION:

The expense statement for Ms. Klecan's trips during the month of March 2015 included mileage, and parking. The expense statement was submitted in a timely manner but due to an oversight the expense statement was misplaced.

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

The Department apologizes for the lateness.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized the reimbursement to Pamela Klecan for expenses incurred during the month of March 2015.

MINUTES

Health Department - Agreements

The Board is requested to approve and authorize execution of the Agreements. The period of the agreement is July 1, 2015 through June 30, 2016, unless stated otherwise.

1. **TODAY'S CARE & FAMILY, INC.** **\$ 47,676.00**

Account: 4000-433316-3254-316200-603051

Today's Care and Family, Inc. will provide adult medical day care services to ill, frail or disabled elderly persons who are eligible to receive Office of Health Services (OHS) grant funding from the City. The City will pay the Provider the set rate of \$39.73 per day of service provided to an individual recipient, not to exceed 1,200 days of service provided to recipients per year, for all combined. This rate includes transportation services for the recipient. The program will develop an appropriate care plan to each recipient in accordance with policies as specified in COMAR 10.12.04, Day Care for the Elderly and Medically Handicapped Adults, and COMAR 10.09.07, Medical Care Program.

The Agreement is late because the Department was awaiting grant information and signatures from the provider.

2. **STERLING HOSPITALITY, LLC.** **\$ 7,800.00**

Account: 5000-534016-3044-273302-603051

The Department will disburse State Subsidized Assisted Housing Funds to low-income residents at Sterling Hospitality, LLC, located at 7015 Park Heights Avenue. This facility is enrolled in the Senior Assisted Living Group Home Subsidy Program, and will provide subsidized senior assisted housing services for individuals age 62 and over, who have temporary or periodic difficulties with the activities of daily living.

MINUTESHealth Department - cont'd

The Senior Assisted residents receive shelter, meals, housekeeping, personal care services, and 24-hour on-site supervision.

	<u>Rate</u>	<u>Total</u>
3. ASSOCIATED CATHOLIC CHARITIES, INC.	\$39.73 per/day x 630 days	\$ 25,029.90
Account: 4000-433316-3254-316200-603051		
4. AAA MANAGEMENT, LLC. RAVEN'S MEDICAL ADULT DAY CARE CENTER	\$39.73 per/day x 624 days	\$ 24,791.52
Account: 4000-433316-3254-316200-603051		
5. THE LEAGUE FOR PEOPLE WITH DISABILITIES, INC.	\$39.73 per/day x 700 days	\$ 27,811.00
Account: 4000-433316-3254-316200-603051		

Associated Catholic Charities, Inc. AAA Management, LLC, and The League for People with Disabilities, Inc., will provide adult medical day care services to ill, frail or disabled elderly persons who are eligible to receive Office of Health Services (OHS) grant funding from the City. The City will pay the Provider the set rate of \$39.73 per day of service provided to an individual recipient, not to exceed the days of service provided to recipients per year, for all combined. This rate includes transportation services for the recipients. The programs will develop an appropriate care plan for each recipient in accordance with policies as specified in COMAR 10.12.04, Day Care for the

MINUTES

Health Department - cont'd

Elderly and Medically Handicapped Adults, and COMAR 10.09.07, Medical Care Program.

The Agreements are late because the Department was awaiting grant information and signatures from the provider.

6. **INDEPENDENT MARYLANDERS ACHIEVING GROWTH THROUGH EMPOWERMENT, INC. (IMAGE)** \$ 13,000.00

Account: 5000-533816-3044-273300-404001

The Department receives funding from the Maryland Department of Aging (MDoA) for the development of an Aging and Disability Resource Center (ADRC) through the Area Agencies on Aging (AAA) Money Follows the Person (MFP) program. The Department engages IMAGE to perform services in the area of MFP Options Counseling for nursing home residents that want to explore the option to return to the community. The Provider will provide Options Counseling and Medicaid application assistance to all referred individuals between the ages of 18-49 who are referred to the MFP/AAA by the DHMH or its designees. For individuals aged 50-64, the options counseling will be provided through a collaboration between AAA and the Provider.

The Agreement is late because the Department was waiting on finalization of budget and signatures from the provider.

7. **HEALTHCARE ACCESS MARYLAND, INC. (HCAM)** \$1,729,501.00

Account: 4000-421016-3080-294600-603051

The Maryland Children's Health Program (MCHP) Eligibility Determination Program assists consumers who apply for Medicaid services.

MINUTES

Health Department - cont'd

The majority of Medicaid recipients are walk-in consumers, but HCAM also processes mail and fax applications. Persons applying for Medicaid are also provided general information regarding Health Choice, the managed care program for pregnant women, children, and families. The Eligibility Determination Program also provides information on Federal Qualified Health Centers, and other resources that are linked to the Maryland Department of Social Services, WIC, and other government and local support organizations.

The Agreement is late because of delays in the Department's administrative review process.

8. **ALMOST HOME II ASSISTED LIVING, INC.** **\$ 15,600.00**

Account: 5000-534016-3044-273302-603051

The Department will disburse State Subsidized Assisted Housing Funds to low income residents at Almost Home II Assisted Living, Inc., at 4813 Gwynn Oak Avenue. This facility is enrolled in the Senior Assisted Living Group Home Subsidy Program, and will provide subsidized senior assisted housing services for individuals age 62 and over, who have temporary or periodic difficulties with the activities of daily living. The Senior Assisted residents receive shelter, meals, housekeeping, personal care services, and 24-hour on-site supervision.

9. **BALTIMORE ANIMAL RESCUE AND CARE SHELTER, INC. (BARCS)** **\$1,262,910.00**

Account: 1001-000000-2401-271300-603051

On July 16, 2014, the Board approved the initial Operating Agreement with BARCS for the amount of \$1,182,265.00, for the period of July 1, 2014 through June 30, 2015. The operating agreement included the option to extend the term of the agreement for four additional one-year periods under the same terms.

MINUTESHealth Department - cont'd

On April 15, 2015, the Board approved an amendment to the Operating Agreement for an amount of \$57,000.00, making the agreement total amount \$1,239,265.00. The Department would like to extend the agreement for one year, July 1, 2015 through June 30, 2016.

The Agreement is late because the Department was waiting on the budget.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Agreements.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development (DHCD) - Options</u>			
1. Lamont Kindall Cosby	1573 Abbotston St.	L/H	\$17,200.00
Funds are available in account 9910-905507-9588-900000-704040, AG Demolition Project.			
2. The House of Prayer Restora- tion	3210 Woodland Ave.	F/S	\$ 2,400.00
Funds are available in account 9910-903183-9588-900000-704040, Park Heights Project.			
3. Ground Rents, LLC	3721 Hillsdale Rd.	G/R \$120.00	\$ 1,100.00
Funds are available in account 9910-907079-9588-900000-704040, General Acquisitions.			

In the event that the option agreement/s fail/s and settlement cannot be achieved, the Department requests the Board's approval to purchase the interest in the above property/ies by condemnation proceedings for an amount equal to or lesser than the option amounts.

DHCD - Condemnation

4. Darrick Laury	1927 N. Castle St.	L/H	\$10,750.00
Funds are available in account 9910-910634-9588-900000-704040, Whole Block Demo Project.			

MINUTES**OPTIONS/CONDEMNATION/QUICK-TAKES:**

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
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The fair market value is substantiated in appraisals made by independent appraisers contracted by the City. This will permit the City to have title to, and if necessary immediate possession of, the subject property interest in conformity with the requirements of the applicable law.

Law Department - Settlement

5. Victor Posner Foundation, Inc. (previous owner)	1711 Brentwood Ave.	L/H	\$2,060.00
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On April 11, 1994, the City filed a quick-take condemnation suit for the acquisition of the leasehold interest in the property located at 1711 Brentwood Avenue. The fair market value of \$780.00 was deposited into the Court Registry. However, the acquisition was never completed and the service could not be obtained against the owner. The condemnation case was formally dismissed. The funds were sent to the State of Maryland Abandoned Property Division. (Note: these funds will be recovered for the City). Funding for the project was not pursued. The project was reformulated, and a motion to reopen the condemnation case was filed in May 2013. When the City filed a motion to reopen the case, the Circuit Court for Baltimore City denied the City's motion.

The City tried to work with the owner to resolve the matter. The owner demanded \$25,000.00. The City filed a regular condemnation case on July 15, 2014 to acquire the leasehold interest in the property. On June 18, 2014, the Board approved the property for the fair market value of \$1,440.00, based upon an independent appraisal. The owner did not respond to the regular condemnation suit. On August 3, 2014, the City filed a quick-take condemnation case and deposited into Court the fair market value of the property. The owner did not contest the taking. The Circuit Court for Baltimore City issued an Order of Possession as of September 5, 2015. The City requested an updated valuation to the date of taking. The updated valuation was \$1,880.00.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Law Department - Settlement - cont'd</u>			
<p>The owner continued to demand \$25,000.00, arguing that the corporation had not had use of the property since the original condemnation. On the eve of the trial, the parties settled the condemnation case for \$3,500.00 (i.e., the value of the property interest plus interest over time). Therefore, the Board is requested to approve an additional \$2,060.00 (i.e., the total settlement of \$3,500.00 minus the prior approval of \$1,440.00).</p> <p>Funds are available in account 9910-906416-9588-900000-704040, State Funds.</p>			
6. Vadim Zeltsman (previous owner) Wells Fargo Bank N.A.	1356 N. Calhoun St.	L/H	\$6,033.00

On September 16, 2014, the City filed a condemnation for the acquisition of the leasehold interest in the property located at 1356 N. Calhoun St. On August 13, 2014, the Board approved the leasehold interest for the fair market value of \$28,967.00, based upon an independent appraisal report. The previous property owner, Vadim Zeltsman, was defaulted through the condemnation case. The Wells Fargo Bank, N.A. obtained an appraisal report that valued the property at \$45,000.00. The parties negotiated and agreed to settle the case for \$35,000.00. Therefore, the Board is requested to approve an additional \$6,033.00.

Funds are available in account 9910-910634-9588-900000-704040.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Law Department - Settlement - cont'd</u>			
7. Eloise Covington (previous owner)	4832 Park Heights Ave.	F/S	\$3,260.00

On August 25, 2014, the City filed a condemnation for the acquisition of the fee simple interest in the property located at 4832 Park Heights Avenue. On September 3, 2014, the Board approved the fee simple interest for the fair market value of \$32,600.00, based upon an independent appraisal report. The owner produced a report valuing the property at \$45,000.00. The parties negotiated and agreed to settle the case for \$35,860.00 (i.e., an additional 10% above the previously approved valuation). Therefore, the Board is requested to approve an additional \$3,260.00.

Funds are available in account 9910-903183-9588-900000-704040.

UPON MOTION duly made and seconded, the Board approved and authorized the foregoing options, condemnation, and settlements.

MINUTES

Department of Transportation - Conduit Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Conduit Lease Agreement with Maryland Institute College of Art (MICA), Lessee. The period of the Agreement is June 1, 2015 through June 1, 2016.

AMOUNT OF MONEY AND SOURCE:

\$2,223.15 - 2024-000000-5480-259401-401980

BACKGROUND/EXPLANATION:

The Maryland Institute College of Art is requesting to lease conduit space in the City's conduit system. Their linear footage installation is 2,272 linear ft., which will be billed at \$1,111.58 semi-annually.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Conduit Lease Agreement with Maryland Institute College of Art, Lessee.

MINUTES

Department of Public Works/Office - Amendment No. 1 to Agreement of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 1 to Agreement with KCI Technologies, Inc., for SC 870, Scum/Grease System Improvements at the Back River Wastewater Treatment Plant. The Amendment No. 1 will extend the period of the agreement through August 20, 2016.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The original Agreement will expire on November 22, 2015. This Amendment No. 1 will allow the Consultant to continue providing post award engineering services up to completion of the project. During this time extension, the Consultant will provide services to prepare the engineer's operation and maintenance manual, start up and performance testing, conditional acceptance inspection, final acceptance inspection, record drawings, update the City maintenance information management system, and assistance with performance verification and certification. There is no increase to the fee for the project. The Consultant was approved by the Office of Boards and Commissions and the Architectural and Engineering Award Commission.

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.

APPROVED FOR FUNDS BY FINANCE**AUDITS NOTED THE TIME EXTENSION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 1 to Agreement with KCI Technologies, Inc.

MINUTES

Department of Public Works/Office - Amendment No. 1 to Agreement of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 1 to Agreement with Rummel, Klepper & Kahl, LLP (RK&K), for SC 845R-Nitrification Filters and Related Work for the Enhanced Nutrient Removal Facilities at the Patapsco Wastewater Treatment Plant. The Amendment No. 1 will extend the period of the agreement through December 31, 2017.

AMOUNT OF MONEY AND SOURCE:

\$ 31,330.94 - Baltimore City (8.06%)
66,626.83 - Baltimore County (17.14%)
290,763.53 - Maryland Department of Environment (MDE) (74.80%)
\$388,721.30 - 9956-905527-9551-900010-702064

BACKGROUND/EXPLANATION:

The original Agreement expires on August 29, 2015. The purpose of this Amendment No. 1 is to request a time extension and increase the original agreement by \$388,721.30 for the additional Engineering Services of AECOM, who is the sub-consultant to the RK&K, under SC 845R. AECOM was the structural design engineer and responsible for the review and approval of the concrete reinforcing steel submittals for the Biological Aerated Filters (BAF). Due to the contractor's difficulty in preparing approvable submittals, AECOM exceeded their budgeted hours allocated in the original agreement. The time extension and fee increase will allow AECOM to continue providing services on reinforcing steel submittals/re-submittals review, respond to the Request for Information (RFI), change orders review, conditional acceptance, final acceptance and record drawings preparation up to the completion of the project.

MBE/WBE PARTICIPATION:

There is no MBE/WBE participation in the Amendment No. 1, however, the Consultant, RK&K will still meet and comply with the goals assigned on the original agreement as stated on their April 28, 2015 proposal.

MINUTES

DPW/Office of Engineering & Construction - cont'd

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.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 1 to Agreement with Rummel, Klepper & Kahl, LLP, for SC 845R-Nitrification Filters and Related Work for the Enhanced Nutrient Removal Facilities at the Patapsco Wastewater Treatment Plant.

MINUTES

Department of Public Works/Office - Amendment No. 2 to Agreement
Of Eng. & Constr. (DPW)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 2 to Agreement with Rummel, Klepper & Kahl, LLP (RK&K), under Project No. 1116R, Design of Improvements to the Jones Falls Sewershed Collection System. Amendment No. 2 extends the period of the Agreement through August 24, 2017, or until all of the funds are expended, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$144,779.82 - Wastewater Revenue Bonds
5,422.30 - County Grants
\$150,202.12 - 9956-907646-9551-900020-706063

BACKGROUND/EXPLANATION:

On August 25, 2010, the Board approved the original Agreement with the RK&K to provide engineering services for the Improvements to the Jones Falls Sewershed Collection System. The original Agreement will expire August 24, 2015.

Amendment No. 1 to the Agreement was approved on November 1, 2013 to allow the consultant to provide additional engineering services to complete the post award phase. The construction duration has been extended. Therefore, Amendment No. 2 will allow the consultant to continue to provide post award engineering services which will include, but will not be limited to attending additional progress meetings, site visits, responding to request for information, review of submittals, technical consultations, review of proposed change orders, and review of post-rehabilitation videos.

Amendment No. 2 will extend the period of the Agreement through August 24, 2017 to allow the consultant to attend the final acceptance walk-through, which occurs one year after construction is completed (warranty period).

MINUTES

DPW - cont'd

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

MBE/WBE PARTICIPATION:

The consultant will continue to comply with all terms and conditions of the Minority and Women's Business Enterprise programs, in accordance with the Baltimore City Code, Article 5, Subtitle 28.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 2 to Agreement with Rummel, Klepper & Kahl, LLP, under Project No. 1116R, Design of Improvements to the Jones Falls Sewershed Collection System.

MINUTES

Department of Public Works/Office - Task Assignment
of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 011 to Hazen & Sawyer PC, under Project 1406 (WC 1308R & WC 1309R) On-Call Project and Construction Management Assistance Services Engineering Support.

AMOUNT OF MONEY AND SOURCE:

\$ 92,046.00 - 9960-910607-9557-900020-706063 (WC 1308R)
92,046.00 - 9960-913612-9557-900020-706063 (WC 1309R)
\$184,092.00

BACKGROUND/EXPLANATION:

The Consultant will provide engineering support services to the Department of Public Works IT on WC 1308R-AMI/R Urgent Need Metering Infrastructure Repair & Replacement, Various Locations, (up to 2" Water Service), and WC 1309R-AMI/R Urgent Need Metering Infrastructure Repairs and Replacement, Various Locations (3" and Larger Water Services) in the Bureau of Water and Wastewater, Department of Public Works.

MWBOO FOUND VENDOR IN COMPLIANCE.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 011 to Hazen & Sawyer PC, under Project 1406 (WC 1308R & WC 1309R) On-Call Project and Construction Management Assistance Services Engineering Support.

MINUTESEmployee Expense Statements**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Employee Expense Statements for reimbursement of the State Operator's Certification.

DEPARTMENT OF PUBLIC WORKS

- | | | |
|----|---|-----------------|
| 1. | MARILYN RICHARDSON | \$100.00 |
| | Account: 2070-000000-5501-396801-603020 | |
| 2. | JOSEPH BORMAN | \$100.00 |
| | Account: 2070-000000-5501-397210-603020 | |
| 3. | STEVEN HAYWARD | \$100.00 |
| | Account: 2070-000000-5501-397210-603020 | |
| 4. | WALTER LEPUS | \$100.00 |
| | Account: 2070-000000-5501-397210-603020 | |
| 5. | KEVIN SHEARIN | \$100.00 |
| | Account: 2070-000000-5501-397210-603020 | |

The State was in transition with a new Governor which caused a delay in getting State Documents updated with current signatures. The delay hindered the above employees from submitting their request for reimbursement in a timely manner.

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

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Employee Expense Statements - cont'd

UPON MOTION duly made and seconded, the Board approved the Employee Expense Statements for reimbursement of the State Operator's Certification.

MINUTES

Circuit Court for Baltimore City - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize an expenditure of funds to pay for the conference registration of one City employee who is a member of the Baltimore City Adult Drug Treatment Court. The training took place on May 1, 2015, however, the registration was paid for on January 29, 2015.

AMOUNT OF MONEY AND SOURCE:

\$65.00 - 5000-540315-1100-109400-603002

BACKGROUND/EXPLANATION:

Penny George, LCSW-C, is the social worker for the Baltimore City Adult Drug Court Treatment Court. Ms. George registered and paid for the conference, A Framework for Thinking Ethically, on January 29, 2015, with her personal credit card. The one-day conference was held on May 1, 2015. Ms. George waited to submit for reimbursement for the registration until after she attended the conference, so she would have proof of attendance. Ms. George submitted her expenses on May 4, 2015, and on May 26, 2015, she received a memo from Baltimore Accounts Payable stating that the deadline to submit for reimbursement of the registration was exceeded since the registration was paid in January 29, 2015.

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

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Circuit Court for Baltimore City - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized the expenditure of funds to pay for the conference registration of one City employee who is a member of the Baltimore City Adult Drug Treatment Court.

MINUTES

Mayor's Office of - Agreements and Grant Agreements
Human Services

The Board is requested to approve and authorize execution of the Agreements and Grant Agreements. The period of the Agreements is July 1, 2015 through June 30, 2016, unless otherwise indicated.

AGREEMENTS

1. **STEPHANIE NELSON-DENNIS** **\$60,000.00**

Account: 1001-000000-1772-512700-603051

Ms. Nelson-Dennis will conduct classroom observations, mentor and coach Head Start teaching staff, and provide other technical assistance and training for the Head Start programs of the City.

MWBOO GRANTED A WAIVER.

2. **ST. AMBROSE HOUSING AID CENTER** **\$61,204.00**

Account: 4000-496315-3573-591247-603051

St. Ambrose Housing Aid Center will provide permanent housing and supportive services to four households. The period of the Agreement is August 1, 2015 through July 31, 2016.

MWBOO GRANTED A WAIVER.

3. **TAWANDA ROLLINS** **\$60,000.00**

Account: 1001-000000-1772-512700-603051

Ms. Rollins will conduct classroom observations, mentor and coach Head Start teaching staff and provide other technical assistance and training for the Head Start programs of the City.

MWBOO GRANTED A WAIVER.

MINUTESMayor's Office of Human Services - cont'd

4. **MARIAN HOUSE, INC.** **\$561,554.00**

Account: 4000-496315-3573-591219-603051

Marian House, Inc. will provide permanent housing and supportive services to 30 families or individuals. The period of the Agreement is August 1, 2015 through July 31, 2016.

MWBOO GRANTED A WAIVER.

GRANT AGREEMENTS

5. **HEALTHCARE ACCESS MARYLAND, INC.** **\$301,743.00**

Account: 4000-480014-3571-333610-603051

HealthCare Access Maryland, Inc. will use the funds to conduct street outreach for the homeless, provide homelessness prevention and rapid re-housing assistance. The organization will serve 100 individuals or families.

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

MWBOO GRANTED A WAIVER.

6. **HEALTHCARE ACCESS MARYLAND, INC.** **\$124,300.00**

Account: 4000-480015-3571-333610-603051

HealthCare Access Maryland, Inc. will use the funds to provide outreach for the homeless. The organization will serve 100 homeless persons living on the streets.

MWBOO GRANTED A WAIVER.

MINUTES

Mayor's Office of Human Services - cont'd

7. **BON SECOURS OF MARYLAND FOUNDATION** **\$288,030.00**

Account: 5000-523115-3571-333709-603051

Bon Secours of Maryland Foundation will use the funds to assist family units at risk of being evicted from their permanent housing with services including but not limited to: counseling, training, and cash assistance. The organizations will serve 200 women annually.

MWBOO GRANTED A WAIVER.

8. **LOVING ARMS, INC.** **\$ 64,427.00**

Account: 4000-480016-3572-333691-603051

Loving Arms, Inc. will use the funds to offset the cost of operating an emergency shelter. The organization will serve 80 homeless male and/or female youth clients who are homeless or at risk of becoming homeless.

The Agreement is late because of a delay in negotiating the budget.

MWBOO GRANTED A WAIVER.

9. **PAUL'S PLACE, INC.** **\$ 28,970.00**

Account: 5000-523116-3571-333746-603051

Paul's Place, Inc. will use the funds to assist family units at risk of being evicted from their permanent housing cash assistance. The organization will serve approximately 40 clients over the course of the year with direct grants to prevent homelessness.

MINUTES

Mayor's Office of Human Services - cont'd

10. **THE WOMEN'S HOUSING COALITION, INC.** **\$ 42,956.50**

Account: 4000-496215-3573-591435-603051

The Women's Housing Coalition, Inc. will provide permanent housing and supportive services to 22 individuals. The period of the Grant Agreement is August 1, 2015 through July 31, 2016.

11. **ST. VINCENT DE PAUL OF BALTIMORE, INC.** **\$121,333.00**

Account: 4000-496215-3573-591447-603051

St. Vincent De Paul of Baltimore, Inc. will provide permanent housing and supportive services to 19 individuals. The period of the Grant Agreement is August 1, 2015 through June 31, 2016.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Agreements and Grant Agreements.

MINUTES

Space Utilization Committee - Transfer of Building Jurisdiction

ACTION REQUESTED OF B/E:

The Board is requested to approve the Transfer of the Jurisdiction of the property known as WS Scott Street 94' N. Carroll Street (Block 851, Lot 10) from the inventory of the Department of Housing and Community Development to the inventory of the Parking Authority of Baltimore City (PABC).

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The Transfer of Jurisdiction to the PABC will enable the parcel to be monitored and maintained as off-street parking, which is its current function.

The Space Utilization Committee approved this Transfer of Jurisdiction on July 28, 2015.

UPON MOTION duly made and seconded, the Board approved the Transfer of the Jurisdiction of the property known as WS Scott Street 94' N. Carroll Street (Block 851, Lot 10) from the inventory of the Department of Housing and Community Development to the inventory of the Parking Authority of Baltimore City (PABC).

MINUTES

Department of Real Estate - Option Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Option Agreement with the Greater Baltimore Medical Center, Inc. (GBMC) owner, for the purchase of the property located at 1200 E. Fayette St.

AMOUNT OF MONEY AND SOURCE:

\$3,500,000.00 - 9916-911932-9197-900000-709041

BACKGROUND/EXPLANATION:

The site is an unoccupied medical center which has been on the market for several years. The GBMC received funds from the Weinberg Foundation to aid in the construction of the medical center. The Weinberg Foundation placed a restriction on the property indicating that it must be used as a medical center to provide primary health care services to City residents whose incomes are less than 50% of the Area Median Income. The City plans to relocate the Eastern Health Center from 620 N. Caroline Street to 1200 E. Fayette Street.

The property was appraised for \$3,320,000.00. The value was reviewed by the Department of Real Estate's appraiser and it was determined that the appraisal was prepared with sufficient facts to support the value. After negotiations, the Department agreed to the purchase price for the property in its "as is" condition for \$3,500,000.00.

As a condition of the sale, the City has made a deposit of \$24,999.00 and will be required to make an additional deposit of \$75,001.00 within 3 days of Board of Estimates approval. The \$100,000.00 will be credited to the purchase price at settlement.

APPROVED FOR FUNDS BY FINANCE

MINUTES

Department of Real Estate - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Option Agreement with the Greater Baltimore Medical Center, Inc. owner, for the purchase of the property located at 1200 E. Fayette St. The President voted **NO**.

MINUTES

Department of Real Estate - Interdepartmental Lease
Agreement Renewal

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the renewal of the Interdepartmental Lease Agreement between the Department of General Services, Landlord, and the Mayor's Office of Human Services, Tenant, for the rental of approximately 7,793 square feet of space located at 3939 Reisterstown Road - Suite 105. The period of the renewal is July 1, 2015 through June 30, 2016.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$43,407.01	\$3,617.25

Account: 1001-000000-1191-594700-603096

BACKGROUND/EXPLANATION:

The Tenant will be using the leased premise as office space for the operation of the Community Action Center. On August 20, 2014, the Board approved the original Lease Agreement.

The Landlord's responsibilities will include maintaining the interior common areas and exterior of the building, providing janitorial and pest control services, and providing and paying for all utilities.

The Tenant's responsibilities will include the cost of improvements, providing equipment for Tenant operations, telephone and computer services, and providing security to the leased premises.

APPROVED FOR FUNDS BY FINANCE

MINUTES

Department of Real Estate - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized the renewal of the Interdepartmental Lease Agreement between the Department of General Services, Landlord, and the Mayor's Office of Human Services, Tenant, for the rental of approximately 7,793 square feet of space located at 3939 Reisterstown Road - Suite 105.

MINUTES

Department of Real Estate - Interdepartmental Lease
Agreement Renewal

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the renewal of the Interdepartmental Lease Agreement between the Department of General Services, Landlord, and the Mayor's Office of Human Services, Tenant, for the rental of approximately 3,033 square feet of space located at 5225 York Road, 1st Floor. The period of the renewal is July 1, 2015 through June 30, 2016.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$18,319.32	\$1,526.61

Account: 1001-000000-1191-594700-603096

BACKGROUND/EXPLANATION:

The Tenant will be using the leased premise as office space for the operation of the Community Action Center. On August 20, 2014, the Board approved the original Lease Agreement.

The Landlord's responsibilities will include maintaining the interior common areas and exterior of the building, providing janitorial and pest control services, and providing and paying for all utilities.

The Tenant's responsibilities will include the cost of improvements, providing equipment for Tenant operations, telephone and computer services, and providing security to the leased premises.

APPROVED FOR FUNDS BY FINANCE

MINUTES

Department of Real Estate - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized the Interdepartmental Lease Agreement between the Department of General Services, Landlord, and the Mayor's Office of Human Services, Tenant, for the rental of approximately 3,033 square feet of space located at 5225 York Road, 1st Floor.

MINUTES

Department of Communication Services - UMove License Renewal

ACTION REQUESTED OF B/E:

The Board is requested to approve the renewal of the UMove License with Siemens Industry, Inc. The period of the renewal is July 01, 2015 through June 30, 2016.

AMOUNT OF MONEY AND SOURCE:

\$ 9,548.16 - 2032-000000-1360-159115-605001

BACKGROUND/EXPLANATION:

On July 28, 2010, the Board approved the UMove Master and Standard Maintenance Agreement with Siemens Industry, Inc. The agreement contained automatic annual renewals for the license fees. UMove identifies mail that has been processed on a sorter that contains a change of address filing with the United States Postal Service. UMove attempts to identify and correct any address that has not been updated with the change of address filing. This aids in mail being delivered to the correct address.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved the renewal of the UMove License with Siemens Industry, Inc.

MINUTESDepartment of Real Estate - Interdepartmental Lease Agreement Renewals

The Board is requested to approve and authorize the renewal of the below indicated Interdepartmental Lease Agreement Renewals with the Department of General Services, Landlord. The period of the renewal is July 1, 2015 through June 30, 2016.

	<u>Monthly Rent</u>	<u>Annual Rent</u>
1. THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT	\$2,752.04	\$33,024.53

The Tenant will rent from the Landlord approximately 5,929 square feet of space located at 3939 Reisterstown Road, Suite 206. The Tenant will be using the leased premises as office space for the operation of the Code Enforcement Office.

2. THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT	\$1,925.25	\$23,103.00
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The Tenant will rent from the Landlord approximately 3,825 square feet of space located at 5225 York Road, Lower Level. The Tenant will be using the leased premises as office space for the operation of the Code Enforcement Office.

Account: 1001-000000-5832-412800-603096

The original Interdepartmental Lease Agreements were approved on October 31, 2012 through July 1, 2013, with five renewal periods.

The Landlord will be responsible for maintaining the interior common areas and exterior of the buildings, janitorial and pest control services, and paying all utilities.

MINUTES

Department of Real Estate - cont'd

The Tenant will be responsible for improvements, equipment for operations, telephone and computer services, and security of the leased premises.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized the renewal of the foregoing indicated Inter-departmental Lease Agreement Renewals with the Department of General Services, Landlord.

MINUTES

Department of Real Estate - Interdepartmental Lease
Agreement Renewal

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the renewal of the Interdepartmental Lease Agreement between the Department of General Services, Landlord, and the Department of Transportation, Tenant for the rental of approximately 11,430 sq. ft. of space located at 414 N. Calvert Street. The period of the renewal is July 1, 2015 through June 30, 2016.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$193,493.90	\$16,124.49

Account: 1001-000000-2301-248700-603096

BACKGROUND/EXPLANATION:

The Tenant will be using the leased premises as office space for the operation of the Department of Transportation's Traffic and Management Center. The original agreement was approved on October 10, 2012. The actual commence date of that lease was July 1, 2012, and the actual termination date of the lease was June 30, 2013. The lease was approved with five renewal periods. The Landlord's responsibilities include maintaining the interior common areas and exterior of the building, providing janitorial and pest control services, and providing and paying for all utilities. The Tenant responsibilities include the cost of improvements, providing equipment for Tenant operation, telephone and computer services, and providing security to the leased premises.

APPROVED FOR FUNDS BY FINANCE

MINUTES

Department of Real Estate - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized the renewal of the Interdepartmental Lease Agreement between the Department of General Services, Landlord, and the Department of Transportation, Tenant for the rental of approximately 11,430 sq. ft. of space located at 414 N. Calvert Street.

MINUTES

Department of Real Estate - Interdepartmental Lease
Agreement Renewal

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Interdepartmental Lease Agreement between the Department of General Services, Landlord, and the Department of Transportation, Tenant for the rental of approximately 16,470 sq. ft. located at 510 Fallsway. The period of the Agreement is July 1, 2015 through June 30, 2016.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$101,929.54	\$8,494.13

Account: 1001-000000-2301-248700-603096

BACKGROUND/EXPLANATION:

The Tenant will be using the leased premises as office space for the operation of the Department of Transportation's Survey and Records Office. The original lease was approved on October 10, 2012. The actual commence date of that lease was July 1, 2012, and the actual determination date of that lease was July 30, 2013. The lease was approved with 5 renewal periods.

The Landlord responsibilities include maintaining the interior common areas and exterior of the building, providing janitorial and pest control services, and providing and paying for all utilities. The tenant responsibilities include cost of improvements, providing equipment for tenant operation, the telephone and computer services, and providing security to the leased premises.

APPROVED FOR FUNDS BY FINANCE

MINUTES

Department of Real Estate - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Interdepartmental Lease Agreement between the Department of General Services, Landlord, and the Department of Transportation, Tenant for the rental of approximately 16,470 sq. ft. located at 510 Fallsway.

MINUTES

Department of Real Estate - Interdepartmental Lease
Agreement Renewal

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize renewal of the Interdepartmental Lease Agreement between the Department of General Services, Landlord, and the Mayor's Office of Information Technology (MOIT), Tenant, for the rental of the property known as 401 E. Fayette Street, being on Lower Level 2 (Computer Training), 2nd, 3rd and 4th floors, containing 28,353 square feet. The period of the renewal is July 1, 2015 through June 30, 2016.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$219,240.81	\$18,270.07

Account: 1001-000000-1471-165700-603096

BACKGROUND/EXPLANATION:

The Board of Estimates approved an Interdepartmental Lease Agreement between the Department of General Services, Landlord and the Mayor's Office of Information and Technology, Tenant, on October 3, 2012. The Agreement was for one-year, commencing July 1, 2012 and terminating June 30, 2013, with five one-year renewal periods. The Landlord's responsibilities will include maintaining the interior common areas and exterior of the building, providing janitorial and pest control services, and providing and paying for all utilities. The Tenant responsibilities will include the cost of improvements, providing equipment for Tenant operations, telephone and computer services, and providing security to the leased premises.

APPROVED FOR FUNDS BY FINANCE

MINUTES

Department of Real Estate - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized the Interdepartmental Lease Agreement between the Department of General Services, Landlord, and the Mayor's Office of Information Technology, Tenant, for the rental of the property known as 401 E. Fayette Street, being on Lower Level 2 (Computer Training), 2nd, 3rd and 4th floors, containing 28,353 square feet.

MINUTES

Department of Real Estate - Interdepartmental Lease
Agreement Renewal

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the renewal the Interdepartmental Lease Agreement between the Department of General Services, Landlord, and the Department of Finance, Bureau of Accounting and Payroll Services (BAPS), Tenant, for the rental of the property known as 401 E. Fayette Street, being on the 5th and 8th floors, containing 16,854 sq. ft. The period of the renewal is July 1, 2015 through June 30, 2016.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$130,324.29	\$10,860.36

Account: 1001-000000-1422-160800-603096 - 53%
1001-000000-1423-160800-603096 - 47%

BACKGROUND/EXPLANATION:

The Board of Estimates approved an Interdepartmental Lease Agreement between the Department of General Services, Landlord and the Department of Finance (BAPS), Tenant, on November 7, 2012. The Agreement was for one-year, commencing July 1, 2012 and terminating June 30, 2013, with five one-year renewal periods. The Landlord's responsibilities will include maintaining the interior common areas and exterior of the building, providing janitorial and pest control services, and providing and paying for all utilities. The Tenant responsibilities will include the cost of improvements, providing equipment for Tenant operations, telephone and computer services, and providing security to the leased premises.

APPROVED FOR FUNDS BY FINANCE

MINUTES

Department of Real Estate - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized the renewal the Interdepartmental Lease Agreement between the Department of General Services, Landlord, and the Department of Finance, Bureau of Accounting and Payroll Services (BAPS), Tenant, for the rental of the property known as 401 E. Fayette Street, being on the 5th and 8th floors, containing 16,854 sq. ft.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTION

* * * * *

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

2787 - 2791

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

The Transfers of Funds were approved
SUBJECT to receipt of favorable reports
from the Planning Commission,
the Director of Finance having reported favorably
thereon, as required by the provisions
of the City Charter.

The Comptroller **ABSTAINED** on Item no. 8,
L&J Waste Recycling, LLC only.

Item no. 9 was **DEFERRED** for one week.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSDepartment of Public Works/Office of Eng. & Construction

1. W.C. 1336, Sidewalk Restoration Manuel Luis Construction Co., Inc. \$ 536,000.00

MWBOO SET GOALS OF 14% MBE AND 3% WBE.

MBE: Manuel Luis Construction Co., Inc.*	\$ 37,500.00	7.0%
English Concrete Contractors, Inc.	38,000.00	7.1%
Total	\$ 75,500.00	14.1%
WBE: Ball & Breckenridge, Inc.	\$ 7,500.00	1.4%
Rowen Concrete, Inc.	9,000.00	1.7%
Total	\$ 16,500.00	3.1%

*Indicates Self-Performing

MWBOO FOUND VENDOR IN COMPLIANCE.

2. S.C. 902, Improvements to Sanitary Sewers in the Dundalk Sewershed Spiniello Companies - \$16,693,300.00

THE VENDOR COMPLIED WITH THE DBE GOALS.

DBE/MBE: S&J Service, Inc.	\$2,840,000.00	17.01%
Savin Engineers, PC	121,620.00	0.73%
Total DBE/MBE	\$2,961,620.00	17.74%
DBE/WBE: TFE Resources, Ltd.	\$ 896,746.00	5.37%
R&R Contrac. Utilities, Inc.	1,774,182.00	10.63%
Total DBE/WBE	\$2,670,928.00	16.00%

A PROTEST WAS RECEIVED FROM KIM TRUEHEART FOR SC 902.

The Board of Estimates received and reviewed Ms. Trueheart's protest. As Ms. Trueheart does not have a specific interest that is different from that of the general public, the Board will not hear her protest.

Kim A. Trueheart

August 11, 2015

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

Dear Ms. Taylor:

Herein is my written protest on behalf of the underserved and disparately treated citizens of the Baltimore City who appear to be victims of questionable management and administration within the Department of Public Works.

The following details are provided to initiate this action as required by the Board of Estimates:

1. Whom you represent: Self
2. What the issues are:
 - a. Page 85, Item #2, Bureau of Water and Wastewater - RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS – S.C. 902, Improvements to Sanitary Sewers in the Dundalk Sewershed, if approved:
 - i. This award in the amount of \$16,693,300.00 fails to:
 1. Disclose the estimate of the number of jobs anticipated;
 2. Disclose the rational for using Maryland state DBE goals instead of Baltimore City M/W-owned business participation goals.
 - ii. Please provide access to the document that provides an estimate of the number of jobs anticipated as a result of this contract award;
 - iii. Please provide access to the document that provides access to the decision logic used to include state of Maryland DBE goals instead of Baltimore City's goals.
3. How the protestant will be harmed by the proposed Board of Estimates' action: As a citizen I have witnessed what appears to be a significant dearth in leadership, management and cogent decision making within the Department of Public Works, which potentially cost me and my fellow citizens excessive amounts of money in cost over-runs and wasteful spending, without benefit of local jobs and minority/women business participation on these contracts.

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on August 12, 2015.

If you have any questions regarding this request, please telephone me at (410) 205-5114.

Sincerely,
Kim Trueheart, Citizen & Resident

Email: kimtrueheart@gmail.com
5519 Belleville Ave
Baltimore, MD 21207

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
3. \$ 9,768,400.00	9956-904614-9549	
County Appro.	Constr. Res.	
	Sewer System Rehab-	
	Dundalk	
11,665,411.59	9956-933001-9549	
Wastewater Rev.	Constr. Res.	
Bonds	Unallocated-	
	Wastewater	
601,344.41	" "	
<u>County Appro.</u>		
\$22,035,156.00		
\$ 1,669,330.00	-----	9956-909602-9551-2
		Extra Work
1,669,330.00	-----	9956-909602-9551-3
		Design
1,001,598.00	-----	9956-909602-9551-5
		Inspection
16,693,300.00	-----	9956-909602-9551-6
		Construction
<u>1,001,598.00</u>	-----	9956-909602-9551-9
		Administration
\$22,035,156.00		

The funds are needed to cover the cost of SC 902, Improvements to Sanitary Sewers in the Dundalk Sewershed.

MINUTES**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**Department of Public Works/Department of Recreation and Parks

4. RP 13826R, Wegworth Park Improvements DSM Properties, LLC \$1,066,463.00

MWBOO SET GOALS OF 11% MBE AND 3% WBE.

MBE: Priority Construction Corporation \$158,920.00 14.90%

WBE: S&L Trucking, LLC \$ 31,994.00 3.00%

MWBOO FOUND VENDOR IN COMPLIANCE.Department of General Services

5. GS 14800, 3rd and 4th Floor Courtrooms at Mitchell Courthouse JLN Construction Services, LLC \$1,535,000.00

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

MBE: JLN Construction Services, LLC* \$207,225.00 13.5%

Bey Refrigeration & Heating Co. See Note Below** 0%

WBE: Franqui Enterprises, LLC \$153,500.00 10%

*Indicates Self-Performing

** Bey Refrigeration & Heating Co. is not certified for plumbing.

MWBOO FOUND VENDOR IN NON-COMPLIANCE.

The Department recommends award SUBJECT to the contractor coming into compliance with the MBE/WBE Program within 10 days of the award.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases

- | | | | |
|----|--|----------------------------|---------------|
| 6. | B50004162, Ammunition
for Police & Sheriff's
Departments | Atlantic Tactical,
Inc. | \$ 350,000.00 |
|----|--|----------------------------|---------------|

(Police & Sheriff)

MWBOO GRANTED A WAIVER.

- | | | | |
|----|---|---|---------------|
| 7. | B50004138, Valve
Maintenance Trailer
System | Maryland Industrial
Trucks, Incorporated | \$ 219,705.00 |
|----|---|---|---------------|

(Dept. of General Services)

MWBOO GRANTED A WAIVER.

- | | | | |
|----|--|--|----------------------|
| 8. | B50003885, Snow
Removal Services
VII | 2 Scotts Lawn Services,
LLC | \$ 50,000.00 |
| | | Steven R. Schulte
d/b/a S.R. Schulte
Contracting | 50,000.00 |
| | | Harford Tree Experts &
Landscaping, Inc. | 50,000.00 |
| | | L&J Waste Recycling,
LLC | 100,000.00 |
| | | | <u>\$ 250,000.00</u> |

(Department of Transportation)

MWBOO GRANTED A WAIVER.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases

9. B50004074, J.I.T. Rudolph's Office & \$9,000,000.00
Office Supplies Computer Supply,
Inc.

(City-wide)

MWBOO SET GOALS AT 5% MBE AND 0% WBE.

MBE: Sue Ann's Office Supply, Inc. 5%

MWBOO FOUND VENDOR IN COMPLIANCE.

A PROTEST WAS RECEIVED FROM WHITEFORD, TAYLOR AND PRESTON, L.L.P. ON BEHALF OF MY OFFICE PRODUCTS.

A RESPONSE TO THE PROTEST FROM WHITEFORD, TAYLOR AND PRESTON, L.L.P. ON BEHALF OF MY OFFICE PRODUCTS WAS RECEIVED FROM RUDOLPH'S OFFICE & COMPUTER SUPPLY, INC.

10. B50003917, Unidirectional
Flushing of Various Water
Distribution Systems

(DPW)

REJECTION - Vendors were solicited by posting on CitiBuy, e-Maryland marketplace and in local newspapers. The sole bid received was opened on April 22, 2015. The price is not considered to be fair and reasonable. A new solicitation will be advertised at a later date.

WHITEFORD, TAYLOR & PRESTON L.L.P.

SEVEN SAINT PAUL STREET
BALTIMORE, MARYLAND 21202-1626
MAIN TELEPHONE (410) 347-8700
FACSIMILE (410) 752-7092

THURMAN W. ZOLLIFFER, JR.
DIRECT LINE (410) 347-9453
DIRECT FAX (410) 223-4353
TZollicoffer@wtplaw.com

BALTIMORE, MD
BETHANY BEACH, DE*
BETHESDA, MD
COLUMBIA, MD
DEARBORN, MI
FALLS CHURCH, VA
LEXINGTON, KY
ROANOKE, VA
TOWSON, MD
WASHINGTON, DC
WILMINGTON, DE*

WWW.WTPLAW.COM
(800) 987-8705

July 20, 2015

Sent via facsimile ((410)685-4416) and regular mail

Honorable President
and Members of the Board of Estimates
c/o Clerk, Board of Estimates
City Hall, Room 204
100 N. Holliday Street
Baltimore, MD 21202

Re: Request for Postponement (Solicitation No. B50004074)

Honorable President and Members of the Board of Estimates:

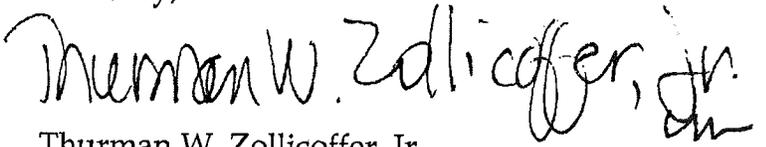
We represent My Office Products, the apparent low bidder on Solicitation No. B50004074. We have tried to determine whether My Office Products will be awarded the contract, but so far have not been able to ascertain that information. We anticipate, however, that at Wednesday's scheduled Board of Estimates meeting, one of two things might happen: (1) the agency will try to maintain its relationship with the incumbent, in which case My Office Products will protest; or (2) if My Office Products is awarded the contract, there will be a protest by the incumbent. I will be out of town on Wednesday, and, therefore, if either of these events is to occur, we respectfully request a postponement of the vote on this contract to allow us to properly represent My Office Products's interests before the Board of Estimates.

Please do not hesitate to contact me if you have any questions or concerns.

Thank you for your attention to this matter.

July 20, 2015
Page 2

Sincerely,

A handwritten signature in black ink that reads "Thurman W. Zollicoffer, Jr." with a stylized flourish at the end.

Thurman W. Zollicoffer, Jr.

cc: Deborah H. Diehl
Heather A. James
Peter W. Sheehan, Jr.

WHITEFORD, TAYLOR & PRESTON L.L.P.

SEVEN SAINT PAUL STREET
BALTIMORE, MARYLAND 21202-1636

MAIN TELEPHONE (410) 347-8700
FACSIMILE (410) 752-7092

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BALTIMORE, MD
COLUMBIA, MD
FALLS CHURCH, VA
TOWSON, MD
WASHINGTON, DC
WILMINGTON, DE*
DEARBORN, MI

WWW.WTPLAW.COM
(800) 987-8705

August 11, 2015

VIA HAND DELIVERY

Clerk to the Board of Estimates
Board of Estimates
Room 204, City Hall
100 N. Holliday Street
Baltimore, MD 21202

The Honorable Joan Pratt
City Comptroller
100 N. Holliday Street
Room 204
Baltimore, MD 21202

The Honorable Stephanie Rawlings-Blake
Mayor's Office, City Hall
100 N. Holliday Street, Room 400
Baltimore, Maryland 21202

George Nilson, Esquire
City Solicitor
101 City Hall
Baltimore, Maryland 21202

The Honorable Bernard C. "Jack" Young
Baltimore City Council
Office of the President
City Hall
100 N. Holliday Street, Suite 400
Baltimore, Maryland 21202

Rudolph S. Chow
Director of Public Works
600 Abel Wolman Municipal
Building
Baltimore, Maryland 21202

***Re: Request for Proposals Number B50004074 for Procurement of
Just In Time Office Supplies***

Dear Madam Clerk:

We represent MyOfficeProducts, Inc. ("MyOfficeProducts") in connection with its pending bid protest to the above-referenced solicitation ("RFP"). MyOfficeProducts hereby supplements its protest challenging the City's improper rejection of MyOfficeProducts' proposal as nonresponsive to the RFP requirements. In addition to the grounds asserted in MyOfficeProducts' July 28, 2015 bid protest, we ask the Board to consider the following key points prior to voting on this matter.

Upon receipt of the City's July 24, 2015 notice that it would recommend Rudolph's for contract award, MyOfficeProducts attempted to obtain information regarding why, as the lowest bidder, it had not been selected for award. MyOfficeProducts had difficulty obtaining any information from the City regarding the disposition of MyOfficeProducts' bid. On July 28, 2015, MyOfficeProducts submitted a bid protest which in part challenged the City's rejection of its bid as non-responsive. Prior to the submission of the protest, the City had refused to disclose the grounds upon which the City had rejected the MyOfficeProducts proposal.

The City has now revealed its stated reason for rejecting MyOfficeProducts' proposal. Near close of business on July 28, 2015, the City procurement office released a legal memorandum from the Office of the Solicitor (the "Memo") that stated MyOfficeProducts' bid was rejected as non-responsive and materially defective (see attached). Specifically, the City contends that MyOfficeProducts' bid was defective in three (3) respects: (1) MyOfficeProducts' bid proposed a material deviation from a RFP requirement for a Government-to-Business Punch-Out interface, (2) MyOfficeProducts allegedly omitted required reference letters from its bid and (3) MyOfficeProducts did not include an acceptable "Sustainability Plan" in its proposal.

We have reviewed the City's explanation and find that its interpretation of the RFP requirements is not reasonable. In addition, the City improperly eliminated MyOfficeProducts' proposal for insignificant deficiencies that did not rise to the level of material defects requiring rejection of the proposal as non-responsive. As discussed in more detail below, the City's rejection of MyOfficeProducts' proposal was arbitrary and capricious and accordingly, the recommendation to award a contract to Rudolph's must be withdrawn.

I. The City's Interpretation of the RFP Government-to-Business Punch-Out Interface Requirements Was Unreasonable

The RFP sets forth a number of technical requirements bidders must meet to be eligible for contract award. One such requirement is the following related to the online ordering requirements:

Within three months of an award, the Contractor must have an Internet ordering system with the ability to implement a Government-to-Business Punch-Out interface with the City's electronic purchasing system, BuySpeed by Periscope.¹

The RFP only requires bidders to have the "ability" to implement a Government-to-Business Punch-Out interface (the "Interface") within three (3) months of contract

¹ RFP Section SW25.L.1. (Part 1, page B-15).

award. It does not, as the City contends, require bidders to have completed implementation of a fully functional Interface within three months of award. There is a significant difference between having the "ability" to implement the Interface and actual completion of the Interface implementation. Had the City intended to require bidders to have a fully operational Interface within three (3) months of contract award, as it now contends, the City would not have used the phrase "with the ability to implement." For an interface of the kind that the City requires here, the City and the awardee would need to carry out a number of inter-related tasks before the Interface would be fully operational. Implementation of that Interface would require collaboration between City purchasing, the awardee's information technology (IT) department, accounting, and customer service teams and a third party commercial software vendor.

While it would be standing up the Interface, MyOfficeProducts provided an interim plan which contemplated the use of the company's ecommerce ordering site. MyOfficeProducts never sought approval from the City to extend the timeframe to implement the Interface, as the City claims. Since the RFP does not actually require a three-month implementation of the Interface, the MyOfficeProducts proposal cannot be reasonably interpreted to deviate from the RFP Interface specifications, and the City's rejection of MyOfficeProducts' bid on that basis is improper.

The RFP expressly states that unless a bidder requests and receives approval for a deviation from the RFP terms, the City shall assume that [bidders] are responsive and in full compliance with all terms, conditions, requirements.....as if [a bidder] had not taken an exception of deviation." The MyOfficeProducts proposal does not note any deviation from the RFP requirements and in fact states that MyOfficeProducts will be "fully compliant" with all technical requirements, including those requirements surrounding the Interface. Since MyOfficeProducts did not call out any deviation from the RFP requirements, the City was required to conclude that MyOfficeProducts would comply with any implementation schedule the City imposed.

Moreover, the caselaw cited in the Memo clearly indicates that the City erred when it eliminated the MyOfficeProducts proposal as non-responsive. The Memo cites Maryland law which provides that a variation from RFP specifications must be "substantial" and give the bidder a "special advantage" over the other bidders to make the bid invalid. See Memo, citing 40 Opinions of the City Solicitor 81, 82 (February 24, 1941); McQuillan on Municipal Corporations (2nd Ed.), vol. III, sec. 1321. The Memo goes on to provide that for a deviation to invalidate a bid, it would have to affect the price or quality of the deliverables. *Id.*, at 666, citing *Pascoe v. Barnum*, 225 N.W. 506 at 507 (1929). ("To be substantial, [the deviation] must affect the amount of the bid. It must

give the bidder an advantage or benefit not allowed to other bidders. It must be an element considered in fixing the price.").

Even assuming that MyOfficeProducts had proposed a deviation from Interface implementation requirements, which it did not, there is no reasonable basis upon which the City could conclude that any such alleged deviation would give MyOfficeProducts an unfair price advantage over other bidders. The City's argument assumes that by allowing MyOfficeProducts more time to implement the Interface, MyOfficeProducts could offer a cheaper price and gain an unfair advantage over other bidders. To follow that argument would require the City to further assume that it would be cheaper for MyOfficeProducts to handle a manual transaction rather than a full electronic transaction. That assumption simply makes no sense. A fully electronic transaction as is contemplated by the Interface is the most efficient and lowest-cost model in the industry. If MyOfficeProducts expected a longer implementation period, its costs of performance would be higher, not lower. In reality, the only bidder with a competitive price advantage here is the incumbent, Rudolph's, who already has their site with interface up and running. Even so, Rudolph's proposed price was significantly higher than that of MyOfficeProducts. Based on the foregoing, MyOfficeProducts protest should be sustained and the rejection of its proposal should be withdrawn.

II. The Alleged Omission of Written Reference Letters from MyOfficeProducts' Bid Was Not a Material Deficiency

The Memo also addressed the City's apparent rejection of MyOfficeProducts' bid due to an alleged omission of three (3) written business references. See RFP Section DS14.A (Part 1, page B-22). MyOfficeProducts provided three (3) business references, including contact information so that the City could contact the references for verification. The City Solicitor concluded that the omission of written references rather than providing name and contact information was a minor irregularity that the City had the discretion to waive since it was not material to the bid results. There is no basis for the City's rejection of MyOfficeProducts' proposal due to the lack of three written reference letters. Since the format of business references provided is not a material deficiency, this does not render MyOfficeProducts bid non-responsive. MyOfficeProducts' protest should be sustained on that basis.

III. MyOfficeProducts' "Sustainability Plan" Was Not Materially Deficient

The City has alleged a material deficiency in MyOfficeProducts' "Sustainability Plan" without specifying what the alleged deficiency was. The City Solicitor did not find that MyOfficeProducts' "Sustainability Plan" was deficient. Accordingly, MyOfficeProducts' bid should not have been rejected on this basis.

IV. Conclusion

Pursuant to Baltimore City Charter Article IV, § 11(g)(1)(ii), the Board of Estimates is required to award this contract to "the lowest responsive and responsible bidder" responding to the RFP. Based on the foregoing, the City had no basis to reject the MyOfficeProducts proposal as non-responsive. MyOfficeProducts' bid was plainly superior to Rudolph's in that MyOfficeProducts complied with all material terms of the RFP, while Rudolph's proposal was materially defective in several areas. MyOfficeProducts' bid price was significantly lower than Rudolph's and would result in an estimated costs savings to the City of nearly \$300,000 over the contract term. As the lowest priced responsive and responsible bidder in this procurement, MyOfficeProducts should have been recommended for contract award. Accordingly, we request that the City's rejection of MyOfficeProducts' bid be withdrawn and MyOfficeProducts recommended for contract award.

V. MyOfficeProducts Will Be Prejudiced By the Board of Estimates' Proposed Action

Should the Board of Estimates deny MyOfficeProducts' protest and vote to confirm the award to Rudolph's, MyOfficeProducts will have been unfairly and unlawfully deprived of this contract opportunity. Based on the foregoing, MyOfficeProducts can easily show that it will be harmed by the Board of Estimates' proposed action in connection with this procurement.

MyOfficeProducts' proposal represents the lowest price and best technical response to the RFP. It is in the best interest of the citizens of Baltimore to award this contract to MyOfficeProducts. Based on the foregoing, we request that the Board of Estimates vote accordingly to award the contract to MyOfficeProducts.

VI. Request for Extension

Finally, we are requesting a one week postponement of the vote on this contract until August 19, 2015. I am on travel this week and therefore unable to attend Wednesday's Board of Estimates meeting. We understand that Rudolph's has submitted a rebuttal to the MyOfficeProducts bid protest, and this supplemental protest raises several protest grounds in addition to those we asserted in our original protest. Permitting the postponement will allow us to prepare and to properly represent MyOfficeProducts interests. Since the recommended awardee, Rudolph's, is also the incumbent, Rudolph's will not be unfairly prejudiced by a one-week postponement. Accordingly, we respectfully request a postponement of the vote on this contract until August 19 2015.

July 28, 2015
Page 6

Please do not hesitate to contact me if you have any questions or concerns.

Thank you for your attention to this matter.

Sincerely,

Thurman W. Zollicoffer Sr / HAS
Thurman W. Zollicoffer, Jr.



Rebuttal to Whiteford, Taylor & Preston L.L.P. Protest on Behalf of My Office Products

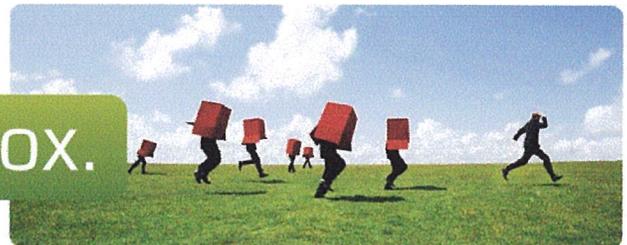
Solicitation # B50004074

J.I.T. Office Supplies

Copy 1 of 2

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

get out of the big box.



**5020 Campbell Blvd. | Suite C | Baltimore, Maryland 21236
Woman Owned & Operated | MBE 94-126**

CONFIDENTIAL

July 31, 2015

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

Attention: Office of the Comptroller, Board of Estimates

Re: Protest of Solicitation Number B50004074 for J.I.T. Office Supplies
City of Baltimore
Department of Finance
Bureau of Purchases
Sue Ziegler, Procurement Supervisor

To whom it may concern,

Upon close evaluation of the My Office Products protest to Solicitation Number B50004074 for J.I.T. Office Supplies, Rudolph's Office & Computer Supply, Inc. wishes to present a rebuttal to several points made in the protest letter filed by Whiteford, Taylor & Preston L.L.P. Our rebuttal points are outlined below and we have attached all supporting documentation.

A. My Office Products arguments listed under *II. Rudolph's Proposal Should Have Been Eliminated as Nonresponsive* are invalid.

1. Per the attached, Rudolph's selected that this insurance was currently in place with the City of Baltimore. As you will see on the attached Certificate of Insurance on record with the City of Baltimore, Rudolph's complies with (and exceeds) the Insurance Requirements detailed in the bid. The Umbrella Coverage covers up to \$5,000,000 for each Occurrence and \$5,000,000 Aggregate.
2. Per B-17 SW-Program 4, Employ Baltimore was deemed "none required"; therefore, paperwork was not required. SW-Program 4 Local Hiring was applicable and Rudolph's agreed to these terms in Tab 2 of our Technical Response Submission. See page 4 of Bidder's Qualifications, Section M – Local Hiring. In addition, this information was provided in Tab 10 – Capabilities.
3. Per the MBE form, Rudolph's completed the "Subcontract percentage of contract: 5%." Additionally, according to the Board of Estimates agenda for July 29, 2015, "MWBOO found vendor in compliance."

B. My Office Products arguments listed under *III. The City Should Have Rejected Rudolph's as a Nonresponsible Bidder* are inaccurate.

1. Prince George's County Government remains a customer. See the attached Sales History Report for Prince George's County. The last order date is July 28, 2015 and sales in June were \$146,335.32.
2. First Mariner Bank remains a customer. See the attached Sales History Report for First Mariner Bank. The last order date is July 29, 2015 and sales in June were \$14,500.56.
3. Rudolph's was notified in late June via email that Rudolph's contracts with Prince George's County would not be renewed due to our pending MBE certification with Prince George's County. Prince George's County MBE is granted based on an active MDOT State of Maryland MBE certification and, for this reason, we believed this was sent in error. We responded to Prince George's County with the attached MDOT MBE letter dated March 26, 2015 and explained our position on this matter. We expect to be reinstated shortly and all information submitted at the time of bid submittal was accurate.

4. Rudolph's has held or currently holds desktop delivery contracts with WSSC, Montgomery College, and Prince George's County. See attached for our current contract with WSSC for desktop delivery of multipurpose paper. Rudolph's held the Montgomery College Office Supplies contract from July 1, 2005 through June 30, 2015 (see attached for original contract and last renewal letter). We continue to sell Montgomery College additional product categories as part of our total offering. We have been assured by Prince George's County that all three of our contracts will be reinstated as soon as our Prince George's County MBE is reinstated. See attached for Prince George's County contract information.

As you can see, there is not merit to the protests submitted by Whiteford, Taylor & Preston L.L.P. on behalf of My Office Products and the information provided is inaccurate.

If you have any questions or concerns, please do not hesitate to contact me at 410-931-4150 or censley@rudolphsupply.com.

Sincerely,



Christina Ensley, President
Rudolph's Office & Computer Supply
5020 Campbell Boulevard, Ste C
Baltimore, MD 21236

cc: Sue Ziegler, Procurement Supervisor, Bureau of Purchases



CERTIFICATE OF LIABILITY INSURANCE

11H
DATE (MM/DD/YYYY)
7/29/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER ATLANTIC INSURANCE GROUP LLC 2331 York Road, Ste 301 Timonium, MD 21093	CONTACT NAME Lisa Cain PHONE (A/C, No, Ext): (443) 588-0101 FAX (A/C, No): (443) 588-0112 E-MAIL ADDRESS lisac@brookemcdonald.com
INSURER(S) AFFORDING COVERAGE	
INSURER A: Erie Insurance Exchange NAIC# 26271	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED Rudolph's Office & Computer Supply, Inc.
 5020 Campbell Blvd., Suite C
 Baltimore, MD 21236

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

IS/ TR	TYPE OF INSURANCE	ADBL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			Q37 0157975	01/01/15	01/01/16	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
							MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER						GENERAL AGGREGATE \$ 2,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						\$
A	AUTOMOBILE LIABILITY			Q01 0141607	01/01/15	01/01/16	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input checked="" type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							Uninsured Motorists \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB			Q25 0174767	01/01/15	01/01/16	EACH OCCURRENCE \$ 5,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> OCCUR					AGGREGATE \$ 5,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$ NIL						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			Not Insured with our agency			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	<input type="checkbox"/> N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
A	Business Personal Property			Q37 0157975	01/01/15	01/01/16	Blanket Business Personal Property \$577,900 Combined Limit

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Mayor and City Council of Baltimore are hereby named as Additional Insured with respect to General Liability coverage. A (45)day written notice of cancellation notice will be provided. The insurance company is prohibited from leading government function in absence of any specific written authority by the City. All phases of work, equipment, persons, et cetera while performing work under contract #: B50001027-J.I.T.

CERTIFICATE HOLDER Mayor and City Council of Baltimore 100 N. Holiday Street Baltimore, MD 21202	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

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Tab 2 H/O
Rudolph's
Response

B50004074 – J.I.T. Office Supplies – Due: June 24, 2015

submission shall be submitted in writing to the City Purchasing Agent for written approval before making the requested changes.

SW30. BALTIMORE CITY'S YOUTH WORKS PROGRAM. In accordance with Section B.

SW31. DISCRIMINATION AGAINST SUBCONTRACTORS:

A. As part of its bid, the Bidder shall provide to the City a list of all instances within the past five (5) years where there has been a final adjudicated determination in a legal or administrative proceeding in the State of Maryland that the bidder has discriminated against its subcontractors, suppliers, vendors, or commercial customers on the basis of race, gender, religion, national origin, ethnicity, sexual orientation, gender identity or expression, age or disability, and a description of any resulting sanction entered and remedial action taken.

B. Contractor's Supervision.

C. The Contractor shall be fully responsible for supervision of, and actions by, all of its employees, agents and/or volunteers.

D. The City shall exercise no supervision or other control over the Contractor's employees, agents and/or volunteers.

PROGRAMS – SEE APPLICABILITY AND REQUIREMENTS

SW-PROGRAM-1. MBE/WBE PARTICIPATION:

5% MBE and 0% WBE

SW-PROGRAM-2. LIVING WAGE REQUIREMENT:

Not Applicable

SW-PROGRAM-3. BALTIMORE CITY'S YOUTH WORKS PROGRAM:

None required.

SW-PROGRAM-4. "EMPLOY BALTIMORE" or "LOCAL HIRING":

Local Hiring applies.

N/A

A. **EMPLOY BALTIMORE.** On June 9, 2011 the Mayor signed an Executive Order titled Employ Baltimore, which applies to this solicitation if the initial award exceeds \$50,000, but is \$300,000 or less. The contractor's requirements are summarized below. (See Section B for the applicable forms to be submitted with your bid or proposal.)

(1) Bidders shall complete the Employ Baltimore Certification Statement contained in the Bid Document and submit it with their bids. (See section B.)

(2) Within two (2) weeks of receiving the award of a City contract, the contractor shall schedule a meeting with MOED to: (a) assess its employment needs, and (b) discuss other services provided by MOED. If applicable, MOED will then tailor specific hiring and/or training programs to benefit the contractor. The contractor will not receive its first progress payment under the contract, unless and until the said meeting has been scheduled.

(3) Should the contractor's workforce plan indicate a need to fill new jobs, the contractor must agree to post these positions through MOED and its One Stop Career Center Network for a period of seven (7) days prior to publicly advertising the openings. This will

B50004074 – J.I.T. Office Supplies – Due: June 24, 2015

enable MOED to identify and refer qualified City residents to the contractor as candidates for these job opportunities.

(4) Each contractor shall submit an Employ Baltimore Employment Report to MOED on June 30th and December 31st during each and every year of its contract, and at the end of the contract, indicating the number of City residents on its payroll. The submission of the Employments Reports as required shall be a condition precedent to the City's release of a final payment or any and all retainage held by the City, pursuant to the contract. (See section B.)

Applicable

B. LOCAL HIRING. Article 5, Subtitle 27 of the Baltimore City Code, as amended (the "Local Hiring Law") and its rules and regulations apply to contracts and agreements executed by the City on or after the Local Hiring Law's effective date of December 23, 2013. The requirements for the Local Hiring Law are summarized below:

(1) The Local Hiring Law applies to every contract for more than \$300,000 made by the City, or on its behalf, with any person. It also applies to every agreement authorizing assistance valued at more than \$5,000,000 to a City-subsidized project. Unless the Mayor's Office of Employment Development ("MOED") grants an exception under the Local Hiring Law, at least 51% of the new jobs required to complete the contract or project must be filled by Baltimore City residents.

(2) Within two (2) weeks of the Board of Estimate's award of the contract or approval of the agreement, the contractor shall have a meeting, either in person or via telephone, with MOED to complete an employment analysis and review the workforce plan required for such contract or agreement. The contractor will not receive any payments under the contract or agreement, unless and until the employment analysis is performed. Contact information for MOED can be found on its website: www.oedworks.com.

(3) Should the contractor's workforce plan indicate a need to fill new jobs, the contractor shall post the new job openings with MOED's One Stop Career Center Network for a period of seven (7) days prior to its publicly advertising these openings. Further, the contractor shall interview qualified Baltimore City residents referred from MOED; and unless granted an exception, fill at least fifty-one percent (51%) of the new jobs required to complete the contract or project with Baltimore City residents.

(4) For all contracts subject to the Local Hiring Law, the contractor shall submit an Employment Report to MOED by the fifth (5th) day of each month throughout the duration of the contract or agreement, regardless of whether MOED has granted a waiver of any of the Local Hiring Law's requirements.

[this section intentionally left blank]

I. Phone and Fax Numbers

Rudolph's main office phone number is 410-931-4150; the toll free number is 800-673-8438. Rudolph's fax number is 410-931-4158. All managers, customer service representatives, and support employees have direct lines so they can be reached directly.

J. Maryland State Assessments and Taxation Certificate of Good Standing

Rudolph's bid response includes a copy of our Certificate of Good Standing from the Maryland State Department of Assessments and Taxation in tab 7 labeled Certificate of Good Standing.

K. SP Richards and United Stationer's Part Numbers

Rudolph's system has the ability to accept the SP Richard's and United Stationer's part numbers and to point users to stock items.

L. Government to Business Punch-Out

Rudolph's has worked with the City of Baltimore, the State of Maryland and Anne Arundel Community College to utilize punch-out systems. We receive multiple orders per day from the punch-out sites and deliver directly to the end user the following business day. The punch out system is available 24 hours a day. Rudolph's is prepared to accept orders through the punch-out upon award.

The existing punch-out systems for the City of Baltimore and the State of Maryland use Buy Speed internet links to log into Rudolph's catalog site which is customized to show items and prices available under the contract. Rudolph's system has the ability to restrict or block items not authorized or not environmentally preferred under this contract. All purchase information is automatically imported into Buy Speed via XML and a requisition is created. Anne Arundel Community College uses punch-out software from Unimarket Collaborative Procurement.

M. Local Hiring

Rudolph's will work with the Mayor's Office of Employment Development to comply with the City of Baltimore's Local Hiring Law, including a meeting with the MOED within two weeks of award to complete an employment analysis and review the workforce plan required for such contract or agreement.



Table -
11C
1/2

B50004074 - J.I.T. Office Supplies - Due: June 24, 2015

PART B: MBE/WBE AND PRIME CONTRACTOR'S STATEMENT OF INTENT

COMPLETE A SEPARATE FORM FOR EACH MBE AND WBE NAMED IN THIS BID. (Make additional copies of this form as needed)

PART A INSTRUCTIONS MUST BE REVIEWED BEFORE COMPLETING THIS FORM, WITH PARTICULAR ATTENTION PAID TO SECTIONS 2, 3a, 3b and 3f

Name of Prime Contractor: Rudolph's Office & Computer Supply, Inc.

Name of MBE or WBE (circle one): *Indicate if self-performing.*

Sue-Ann's Office Supply, Inc.

Brief Narrative Description of the Work/Service to be performed by MBE or WBE:

Purchase office supplies and toner and provide delivery services

Materials/Supplies to be furnished by MBE or WBE:

Purchase office supplies and toner and provide delivery services

Subcontract Amount: \$ _____ **(If this is a requirement contract, the subcontract amount may be omitted; however, the subcontract percentage must be included.)**

Subcontract percentage of total contract: 5 %
(If MBE sub-goals apply, please indicate the sub-goal covered by this Statement of Intent.)
African American..... % Asian American... %
Hispanic American..... % Native American.. %

The undersigned Prime Contractor and subcontractor agree to enter into a contract for the work/service indicated above for the dollar amount or percentage indicated to meet the MBE/WBE participation goals, subject to the prime contractor's execution of a contract with the City of Baltimore. The subcontractor is currently certified as an MBE or WBE with the City of Baltimore Minority and Women's Business Opportunity Office to perform the work described above.

Maisha Jones
Signature of Prime Contractor (REQUIRED)

6/19/2015
Date

Berly A. Wilkin
Signature of MBE or WBE (REQUIRED)
(Leave this line blank if self-performing)

6-19-15
Date

ANY CHANGES TO THE INFORMATION ON THIS FORM MUST BE INITIALED BY BOTH PARTIES.

11C 2/2

AGENDA

BOARD OF ESTIMATES

07/29/2015

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Purchases

- 1. B50004118, Backhoe With Loader Correlli Incorporated \$ 74,350.00

(Dept. of General Services)

MWBOO GRANTED A WAIVER.

- 2. B50004136, One Ton Regular Cab Truck with a Stake Body and Lift Gate Kip Killmon Louisa Ford, LLC \$ 82,000.00

(Dept. of General Services)

MWBOO GRANTED A WAIVER.

- 3. B50004119, Regular Cab Truck with an Open Utility Body Cowles Ford, Inc. \$ 81,700.00

(Dept. of General Services)

MWBOO GRANTED A WAIVER.

- 4. B50004074, J.I.T. Office Supplies Rudolph's Office & Computer Supply, Inc. \$9,000,000.00

(City-wide)

MWBOO SET GOALS AT 5% MBE AND 0% WBE.

MBE: Sue Ann's Office Supply, Inc. 5%

MWBOO FOUND VENDOR IN COMPLIANCE.

A PROTEST WAS RECEIVED FROM WHITEFORD, TAYLOR AND PRESTON, L.L.P. COUNSEL REPRESENTING MY OFFICE PRODUCTS.





111 #. Police Dept
Sales

5020 Campbell Blvd E
Baltimore, MD 2
Phone: 410-931--
Fax: 410-931--
www.rudolphsupply.

Sales History By Accounts
Statistics: Sales
July 1, 2014 to June 30, 2015

Apr May June

July 30, 2

Account #	Accounts	Date of Last Order	Current Sales	Prior Month 1 Sales	Prior Month 2 Sales	Prior Month 3 Sales	YTD Sales	Prior Annual Sales
R2675	PRINCE GEORGE'S CO GOVERNMENT	07/28/2015	\$795,472.63	\$105,302.92	\$91,434.41	\$146,335.32	\$457,500.80	\$876.7
R4948	PRINCE GEORGE'S CO GOVERNMENT	06/30/2015	\$11,739.14	\$380.82	\$12,915.79	\$0.00	\$6,117.74	\$15.7
Total (2):			\$807,211.77	\$105,683.74	\$104,350.20	\$146,335.32	\$463,618.54	\$892,50

Search Criteria: None

Customization Filter: None

Filter Details:

Include : Accounts = PRINCE GEORGES CO GOVERNMENT,PRINCE GEORGES CO GOVERNMENT





III A
 First Mariner Sales
 5020 Campbell Blvd
 Baltimore, MD 21208
 Phone: 410-931-1111
 Fax: 410-931-1111
 www.rudolphsupply.com

Sales History By Accounts
 Statistics: Sales
 July 1, 2014 to June 30, 2015

Apr May June

July 30, 2015

Account #	Accounts	Date of Last Order	Current Sales	Prior Month 1 Sales	Prior Month 2 Sales	Prior Month 3 Sales	YTD Sales	Prior Annual Sales
R2597	FIRST MARINER BANK	07/29/2015	\$219,841.05	\$20,838.05	\$17,188.35	\$14,800.56	\$117,429.37	\$397,279.00
Total (1):			\$219,841.05	\$20,838.05	\$17,188.35	\$14,800.56	\$117,429.37	\$397,279.00

Search Criteria: None

Customization Filter: None

Filter Details:

Include : Accounts = FIRST MARINER BANK





Maryland Department of Transportation
The Secretary's Office

III A - PG MBE

Larry Hogan
Governor

Boyd Rutherford
Lt. Governor

Pete K. Rahn
Secretary

March 26, 2015

Mai Anh Jones
5020 Campbell Blvd.
Suite C
Baltimore, Maryland 21236

RE: Rudolph's Office & Computer Supply, Inc. - MDOT Certification Number 94-126

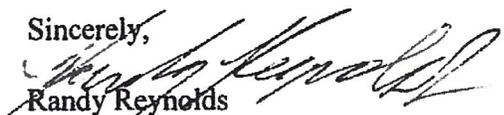
Ms. Jones:

The above referenced company is certified by the Maryland Department of Transportation's Office of Minority Business Enterprise in the Maryland Minority Business Enterprise program and the United States Department of Transportation Disadvantaged Business Enterprise and Small Business Enterprise programs in the following North American Industry Classification System ("NAICS") Code:

424120 – Stationery and Office Supply Merchant Wholesalers (Specifically: Wholesale of Office and Computer Supplies, Some Office Furniture and Machines)

If you have any questions or concerns please contact the Certification Operations Manager, Monica Crusse at (410) 865 – 1381.

Sincerely,


Randy Reynolds

Director

Office of Minority Business Enterprise

My telephone number is _____
Toll Free Number 1-888-713-1414 TTY Users Call Via MD Relay
7201 Corporate Center Drive, Hanover, Maryland 21076





Washington Suburban Sanitary Commission

14501 Switzer Lane • Laurel, Maryland 20707-5901

III A - WSSC
Desktop
Delivery

COMMISSIONERS
Omar M. Boulware, Chair
Hon. Adrienne A. Mandel, Vice Chair
Gene W. Counihan
Mary Hopkins-Navies
Chris Lawson
Dr. Roscoe M. Moore, Jr.

GENERAL MANAGER
Jerry N. Johnson

December 23, 2014

VIA ELECTRONIC MAIL: BONNIE@RUDOLPHSUPPLY.COM

Ms. Bonnie Rudolph, President
Rudolph's Office & Computer Supply, Inc.
5020 Campbell Boulevard, Suite C
Baltimore, Maryland 21236

Re: Contract Number 6093 for Desktop Delivery of Multipurpose Paper
Option Year III Renewal

Dear Ms. Rudolph:

The Commission has decided to exercise the third option year of Contract Number 6093 through Master Purchase Order M04719000 for the continuation of Desktop Delivery of Multipurpose Paper. In accordance with Part Three, Clause 8, "Economic Price Adjustment", unit pricing for the option year will be remain the same.

All work completed from December 31, 2014 through December 30, 2015 shall be paid through the listed Master Purchase Order. Please make sure all paperwork/invoices reference this new Master Purchase Order Number.

Thank you for your continued service, support, and interest in the Commission. If you should have any questions or concerns, please feel free to contact me at Leba.Brown@wsscwater.com (e-mail), 301-206-8799 (phone), or 301-206-8290 (facsimile).

Sincerely,

Leba Brown
Acquisition Consultant I

LB

cc: Suzette Lewis, Project Manager



OFFICE OF PROCUREMENT

July 2, 2014

Mai Anh Jones, Owner
Rudolph's Office & Computer Supply, Inc.
5020 Campbell Boulevard, Suite C
Baltimore, Maryland 21236

Re: Contract 505-017, Office Supplies (Contract Renewal #5)

Dear Ms. Jones,

Thank you for your satisfactory performance under the above-referenced contract. In accordance with the terms of the contract, the College has elected to exercise its option to renew the contract for a fifth and final one-year term. This final one-year extension of the contract will cover July 01, 2014 – June 30, 2015.

If you have any questions regarding the renewal notice, please contact me at 240-567-5288 or Patrick.johnson@montgomerycollege.edu. Thank you for your continued interest in doing business with Montgomery College.

Sincerely,

A handwritten signature in black ink, appearing to read 'Patrick Johnson', written over a horizontal line.

Patrick Johnson, CPPB
Director of Procurement

Cc: Cherree Adams



Montgomery
College

RECEIVED JUN 28 2005

June 27, 2005

Bonnie Rudolph, President
Rudolph's Office & Computer Supply, Inc.
5020 Campbell Boulevard
Suite C
Baltimore, Maryland 21236

Re: RFB #505-017, Office Supplies (Contract Award Notice)

Dear Ms. Rudolph:

Thank you for responding to RFB #505-017 for Office Supplies. Please be advised that your company has been awarded a contract for the above-mentioned bid solicitation. This contract will commence on July 1, 2005. The initial term of the contract will cover July 1, 2005 through June 30, 2010. In addition, the College wishes to thank you and your staff for providing valuable training to college employees.

If you have any questions, please contact me at 301 279-5288. Thank you for your interest in doing business with Montgomery College, and welcome aboard.

Sincerely,

Patrick Johnson, CPPB
Senior Purchasing Agent

xc: Janet Wormack, Director of Procurement

Central Administration
900 Hungerford Drive
Rockville, MD 20850
(301) 279-5000

Germantown Campus
20200 Observation Drive
Germantown, MD 20878
(301) 353-7700

Rockville Campus
51 Mannakee Street
Rockville, MD 20850
(301) 279-8000

Takoma Park Campus
7600 Takoma Avenue
Takoma Park, MD 20912
(301) 650-1300

Continuing Education
51 Mannakee Street
Rockville, MD 20850
(301) 279-5188



PRINCE GEORGE'S COUNTY GOVERNMENT
OFFICE OF CENTRAL SERVICES
CONTRACT ADMINISTRATION AND PROCUREMENT DIVISION
1400 McCormick Drive, Suite 200
Largo, Maryland 20774
(301) 883-6440
TDD (301) 925-5167

November 18, 2014

Rudolph's Office & Computer Supply
5020 Campbell Boulevard, Suite C
Baltimore, MD 21236

Attention: Christina Ensley

The purpose of this letter is to follow-up on the status of the "Office Supplies" contract with Prince George's County Government. The Term Contract on Bid No. *C09-057 will expire on November 30, 2014. The County is requesting to extend the contract thru April 30, 2015 to allow time for a re-solicitation of the 'Office Supplies" contract, with all terms, conditions, and pricing to remain the same.

As of July 1, 2013, the Jobs First Act (CB-17-2011), became effective and creates County bidding preferences and participation requirements for certified County-based businesses on certain procurement contracts for goods and services with the County. It's purpose is to enhance the County's overall economic development. Please note that Section 10A-161(a)(3) states:

Any existing procurement contract or agreement for which a County agency or the County government secured competitive bids or proposals, including but not limited to, any procurement contract that was awarded pursuant to Section 10A-112 or Section 10A-113, and including any existing multiyear contract or extended contract, which does not include at least forty percent (40%) certified County-based business participation as prescribed in this Subsection at the time of any contemplated exercise of an option, extension or renewal including automatic extensions or renewals (e.g. "evergreen" contracts or agreements), shall not be renewed or extended. (EFFECTIVE 1/1/14)

Should you believe your company to be a County-based business, please contact our Supplier Development and Diversity Division, at 301-883-6480 to learn how to become a County Certified Business.

Your signature below will serve as your concurrence with the County to extend the expiration date. In addition, please advise us of any changes or corrections to your business, i.e., name, address, phone numbers and email address, the Tax Identification number on file is 52-1439761.

If you have questions, exceptions or require clarification, I can be reached via e-mail at vmoorehead@co.pg.md.us or 301-883-6400. Please complete the contractor section below and return both pages by email (*preferred*) or fax to (301) 883-6440.

Regards,

Vanessa Moorehead

Vanessa Moorehead, Buyer IV

I concur with extending the above referenced term contract, Bid #*C09-057 through April 30, 2014, with all terms, conditions, and pricing to remain the same.



Authorized Signature, Title President

11/18/2014

Date

Christina Ensley

Name Printed

Censley@rudolphsupply.com

Email Address



PRINCE GEORGE'S COUNTY GOVERNMENT

OFFICE OF CENTRAL SERVICES
CONTRACT ADMINISTRATION AND PROCUREMENT DIVISION

1400 McCormick Drive, Room 200
Largo, Maryland 20774
(301) 883-6400 Fax (301) 883-6440

TERM CONTRACT AWARD NOTICE

Date: December 3, 2013

Contract Number: P100531A9057(113014)N

Telephone Number: 1-800-673-8438

ATTN: Christina Ensley (521439761)
Vendor: RUDOLPH'S OFFICE & COMPUTER SUPPLY
5020 Campbell Boulevard, Suite C
Baltimore, MD 21236

Fax Number: 410-931-4158
Email: censley@rudolphsupply.com
TIN: 52-1439761

The following items contained in your offer dated October 22, 2009 in response to bid request number *C09-057 has been awarded to your company/corporation. Your offer is hereby accepted at the prices and terms stated, subject to all conditions and requirements of the Invitation, advertisements, purchase specifications, warranties, performance bond and other stipulations, if any, which are incorporated herein by reference and any special conditions which are attached hereto, and made a part hereof, if applicable.

Items BID TITLE: Office Supplies discount percentages per the attached cost sheets for Groups I through IV
Or HP Toner Cartridges 30% discount, All Other Toner Cartridges 15% , and Printer Ink Cartridges 15%
Groups

Time for Delivery A/R Days ARO. Terms Net 30 FOB Point Prince George's County, Maryland

Contract Period: From December 1, 2013 Thru November 30, 2014

SUBJECT TO AVAILABILITY OF FUNDS IN EACH SUBSEQUENT FISCAL PERIOD

Authorization to ship materials will be made via: Individual purchase orders, blanket purchase orders, or purchasing cards, as applicable, signed by the County Purchasing Agent or designee.

The County's solicitation documents, your bid/proposal and this notice of acceptance constitute the entire agreement and contract between Prince George's County and your company/corporation.

CONTACT PERSON/USING AGENCY:
County-Wide All Agencies

UM
VM

[Signature]
Prince Georges County, Maryland

Nov. 28, 2013
Date

11-25-13
[Signature]



PRINCE GEORGE'S COUNTY GOVERNMENT

OFFICE OF CENTRAL SERVICES
CONTRACT ADMINISTRATION AND PROCUREMENT DIVISION

1400 McCormick Drive, Room 200
Largo, Maryland 20774
(301) 883-6400 Fax (301) 883-6440

TERM CONTRACT AWARD NOTICE

Date: December 4, 2012

Contract Number: P100531A9057(113013)O

Telephone Number: 1-800-673-8438

ATTN: BONNIE RUDOLPH

Vendor: RUDOLPH'S OFFICE & COMPUTER SUPPLY (03571) Fax Number: 410-931-4158
5020 Campbell Boulevard, Suite C BALTIMORE, MD 21236 TIN: 52-1439761

The following items contained in your offer dated October 22, 2009 in response to bid request number *C09-057 has been awarded to your company/corporation. Your offer is hereby accepted at the prices and terms stated, subject to all conditions and requirements of the Invitation, advertisements, purchase specifications, warranties, performance bond and other stipulations, if any, which are incorporated herein by reference and any special conditions which are attached hereto, and made a part hereof, if applicable.

Items BID TITLE: Office Supplies discount percentages per the attached cost sheets for Groups I through IV
Or HP Toner Cartridges 30%, All Other Toner Cartridges 15%, and Printer Ink Cartridges 15%
Groups

Time for Delivery A/R Days ARO. Terms Net 30 FOB Point Prince George's County, Maryland

Contract Period: From December 1, 2012 Thru November 30, 2013

SUBJECT TO AVAILABILITY OF FUNDS IN EACH SUBSEQUENT FISCAL PERIOD

Authorization to ship materials will be made via: Individual purchase orders, blanket purchase orders, or purchasing cards, as applicable, signed by the County Purchasing Agent or designee.

The County's solicitation documents, your bid/proposal and this notice of acceptance constitute the entire agreement and contract between Prince George's County and your company/corporation.

CONTACT PERSON/USING AGENCY:
All Agencies

Signature of official, Prince Georges County, Maryland

Date: 12/4/12

CB



**PRINCE GEORGE'S COUNTY GOVERNMENT
OFFICE OF CENTRAL SERVICES
CONTRACT ADMINISTRATION AND PROCUREMENT DIVISION**

1400 McCormick Drive, Suite 200
Largo, Maryland 20774
(301) 883-6400 Fax (301) 883-6440

TERM CONTRACT AWARD

Date: March 17, 2015

SAP Number: 4400000479
Telephone Number: 410-931-4150
Fax Number: 410-931-7429
Email Address: censley@rudolphsupply.com

Vendor: Rudolphs Office & Computer Supply Inc. 1000000614
5020 Campbell Blvd, Suite C
Baltimore, MD 21236

A contract for provision of the item(s) identified below and contained in your offer dated January 15, 2013 in response to bid request number *S13-026 is awarded to your company/corporation. Your offer is hereby accepted at the prices and terms stated, subject to all conditions and requirements of the Invitation for Bids, advertisements, purchase specifications, warranties, performance bond and other stipulations, if any, which are incorporated herein by reference and any special conditions which are attached hereto, and made a part hereof, if applicable.

Bid Title: Furniture

Items discount percentages per the attached cost sheets for Groups 1 through 5
or
Groups _____

Time for Delivery AR Days Terms N30 FOB Point Prince George's County, Maryland

Contract Period: From February 15, 2015 Thru February 14, 2016 2
Option Years Remaining

SUBJECT TO AVAILABILITY OF FUNDS IN EACH SUBSEQUENT FISCAL PERIOD

Authorization to ship materials will be made via: Individual purchase orders, blanket purchase orders, or purchasing cards, as applicable, signed by the County Purchasing Agent or designee.

The County's solicitation documents, include the Invitation for Bids, Special Instructions, Addendums and all other documents issued in connection therewith your bid/proposal and this notice of acceptance constitute the entire agreement and contract between Prince George's County and your company/corporation.

Vendor Name: Rudolph's Office & Computer Supply, Inc. Prince George's County, Maryland
By: [Signature] By: _____
Print Name/Title: Christina Censley, President Print Name/Title: _____
Date: March 17, 2015

Buyer/aide initials: VM



PRINCE GEORGE'S COUNTY GOVERNMENT

**OFFICE OF CENTRAL SERVICES
CONTRACT ADMINISTRATION AND PROCUREMENT DIVISION**

1400 McCormick Drive, Room 200
Largo, Maryland 20774
(301) 883-6400 Fax (301) 883-6440

TERM CONTRACT AWARD NOTICE

Date: June 18, 2014

Contract Number: P132135K13040(043015)O

Telephone Number: 410-931-4150

ATTN: CHRISTINA ENSLEY
Vendor: RUDOLPH'S OFFICE & COMPUTER SUPPLY, INC
5020 CAMPBELL BLVD, SUITE C
BALTIMORE, MD 21236

Fax Number: 410-931-7429
TIN: 52-1439761
EMAIL: censley@rudolphsupply.com

The following items contained in your offer dated March 19, 2013 in response to bid request number *S13-040 has been awarded to your company/corporation. Your offer is hereby accepted at the prices and terms stated, subject to all conditions and requirements of the Invitation, advertisements, purchase specifications, warranties, performance bond and other stipulations, if any, which are incorporated herein by reference and any special conditions which are attached hereto, and made a part hereof, if applicable.

Items BID TITLE: PROMOTIONAL PRODUCTS

Or DISCOUNT ON TOTAL COST: PLEASE SEE ATTACHED FOR PERCENT OFF

Groups _____

Time for Delivery A/R Days ARO. Terms Net 30 FOB Point Prince George's County, Maryland

Contract Period: From May 01, 2014 Thru April 30, 2015

SUBJECT TO AVAILABILITY OF FUNDS IN EACH SUBSEQUENT FISCAL PERIOD

Authorization to ship materials will be made via: Individual purchase orders, blanket purchase orders, or purchasing cards, as applicable, signed by the County Purchasing Agent or designee.

The County's solicitation documents, your bid/proposal and this notice of acceptance constitute the entire agreement and contract between Prince George's County and your company/corporation.

CONTACT PERSON/USING AGENCY:

COUNTYWIDE

[Signature]
Prince George's County, Maryland

June 18, 2014
Date

VM
VM/bc

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- | | | | |
|----|---|--------------------|-----------------|
| 1. | <u>DAS SOLUTIONS, LLC</u> | <u>\$25,647.00</u> | <u>Low Bid</u> |
| | Solicitation No. B50004175 - Restock-Submersible Mixer -
Department of Public Works/Water & Wastewater - Req. No.
R700276 | | |
| 2. | <u>MARTIN SUPPLY COMPANY,
INC.</u> | <u>\$35,000.00</u> | <u>Sole Bid</u> |
| | Solicitation No. B50004185 - Sign & Marking Inks -
Department of Transportation - Req. No. R696550 | | |

The period of the award is August 12, 2015 to August 11, 2016 with no renewal options.

- | | | | |
|----|---|--------------------|---------------------|
| 3. | <u>HOMEWOOD PARKING, LLC</u> | <u>\$12,000.00</u> | <u>Ratification</u> |
| | Contract No. 06000 - Parking Spaces for Homeowners of East
26 th Street - Department of Housing and Community
Development - Req. No. R705063 | | |

On January 7, 2015, the City Purchasing Agent approved the initial award in the amount of \$24,000.00. This ratification in the amount of \$12,000.00 is necessary to pay invoice #061015 for parking spaces for homeowners that were affected by the wall that collapsed onto the CSX railroad tracks on East 26th Street. This is the final payment.

- | | | | |
|----|--|--------------------|------------------------|
| 4. | <u>DAVISLOGIC, INC. t/a
ALL HANDS CONSULTING</u> | <u>\$45,000.00</u> | <u>Selected Source</u> |
| | Contract No. 06000 - Threat & HAZARD Identification and
Risk Assessment Consultant - Fire Department/Mayor's Office
of Emergency Management - Req. No. R704176 | | |

All Hands Consulting is uniquely experienced to provide contractual services to the Mayor's Office of Emergency Management in order to meet upcoming State and Federal FEMA requirements. Additionally, All Hands Consulting is providing the same services to surrounding counties.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

- | | | |
|--|-------------|---------|
| 5. RICHTER DRAFTING &
OFFICE SUPPLY CO., INC. | \$16,000.00 | Renewal |
|--|-------------|---------|
- Contract No. B50003086 - Xerox Bond Paper - Department of General Services/Engineering Energy Section & Permits - Req. Nos. R638387 and P524321

On July 31, 2013, the City Purchasing Agent approved the initial award in the amount of \$15,599.50. The award contained two 1-year renewal options. On July 2, 2014, the Board approved a renewal in the amount of \$16,000.00. This final renewal is for the period July 31, 2015 to July 30, 2016.

- | | | |
|--------------------------|-------------|-------------|
| 6. PHYSIO-CONTROLS, INC. | \$42,617.46 | Sole Source |
|--------------------------|-------------|-------------|
- Contract No. 08000 - LifePak 15 Monitors & Defibrillators - Baltimore City Fire Department - Req. No. R698342

The agency submitted a request for LifePak 15 Monitors & Defibrillators. LifePak Monitors & Defibrillators are currently the standardized system used throughout the Fire Department and are used for Emergency Response Services. This equipment is available only from Physio-Control, Inc. This is a one-time purchase.

- | | | |
|------------------------------------|--------------|-------------|
| 7. THE JOHNS HOPKINS
UNIVERSITY | \$ 50,000.00 | Sole Source |
|------------------------------------|--------------|-------------|
- Contract No. 08000 - After Action Review - Mayor's Office of Emergency Management - Req. No. R702504

The City has partnered with The Johns Hopkins University's Critical Event Preparedness and Response Office, which is uniquely qualified to conduct a comprehensive After Action Report for the period of civil unrest experienced in April 2015.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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

- | | | | |
|----|---|---------------------|------------------------------|
| 8. | <u>AZTECA SYSTEMS, INC.</u> | <u>\$245,000.00</u> | <u>Sole Source Agreement</u> |
| | Contract No. 08000 - Cityworks Master License and Maintenance Agreement - Department of Public Works, Water and Wastewater - IT Division - Req. No. R698524 | | |

The Board is requested to approve and authorize execution of an Agreement with Azteca Systems, Inc. The period of the Agreement is effective upon Board approval for one year with five 1-year renewal options.

The Contractor is the original software developer and sole provider of license and software maintenance for Cityworks Asset Management Software which is the primary application that the Department of Public Works uses for work order management of repairs and maintenance throughout the City. Previously, the software licensing was acquired indirectly through a hosting agreement with Motorola Solutions, Inc. Since the City is moving towards a self-hosted implementation, it was determined that the licensing and maintenance should be obtained from Azteca Systems, Inc. directly, which is a standard practice used by other local municipalities.

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.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

- | | | |
|---|--------------|----------|
| 11. HARBOR TRUCK SALES AND SERVICE INC. t/a BALTIMORE FREIGHTLINER | \$150,000.00 | Increase |
| Contract No. B50003554 - O.E.M. Parts and Service for Cummins Engines - Department of General Services, Fleet Management - P.O. No. P528193 | | |

On July 30, 2014, the Board approved the initial award in the amount of \$150,000.00. The award contained two 1-year renewal options. Due to increased usage an increase in the amount of \$150,000.00 is necessary. This increase in the amount of \$150,000.00 will make the award amount \$300,000.00. The contract expires on July 31, 2017, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

- | | | |
|---|--------------|----------|
| 12. AGILENT TECHNOLOGIES, INC. | \$ 38,931.21 | Increase |
| Contract No. B50003850 - Gas Chromatography & Gas Chromatography/Mass Spectrometry Instruments for the Forensic Chemistry Laboratory - Department of Public Works - P.O. Nos. P530245 and P531883 | | |

On February 25, 2015, the Board approved the initial award in the amount of \$429,328.50. The initial purchase was for the Baltimore Police Department Crime Lab. This increase in the amount of \$38,931.21 is necessary to purchase one Gas Chromatography/Mass Spectrometry Instrument for the Department of Public Works Wastewater Facility Laboratory. This increase in the amount of \$38,931.21 will make the award amount \$519,459.15. The contract expires on February 29, 2016, with optional maintenance service renewals available on an annual basis.

MWBOO GRANTED A WAIVER.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

- | | | |
|---|---------------|----------|
| 13. D-S PIPE & STEEL
SUPPLY, LLC | \$ 160,000.00 | Increase |
| Contract No. B50003281 - Steel Products - Departments of
General Services, Transportation, Public Works and
Recreation and Parks - P.O. No. P526468 | | |

On February 12, 2014, the Board approved the initial award amount of \$250,000.00. The award contained two 1-year renewal options. On August 7, 2014, the City Purchasing Agent approved an increase in the amount of \$10,000.00. Due to an increase in usage an increase in the amount of \$160,000.00 is necessary. This increase in the amount of \$160,000.00 will make the award amount \$420,000.00. The contract expires on April 30, 2017, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

- | | | |
|---|--------------|----------|
| 14. FISHER SCIENTIFIC
COMPANY, LLC | \$100,000.00 | Increase |
| Contract 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. Subsequent actions have been approved. This increase in the amount of \$100,000.00 will allow for continued purchases through the end of the current term. This increase in the amount of \$100,000.00 will make the award amount \$1,000,000.00. The contract expires on October 26, 2015. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

15. NORTH EAST TECHNICAL
SALES, INC. \$ 80,000.00 Increase
- Contract No. B50002727 - Instrumentation Parts and Equipment - Department of Public Works, Bureau of Water and Wastewater - P.O. No. P522417
- On January 30, 2013, the Board approved the initial award in the amount of \$180,000.00. The award contained one 2-year renewal option. This increase in the amount of \$80,000.00 will provide additional funds for the parts required through the end of the contract term. This increase will make the award amount \$260,000.00. The contract expires on January 31, 2016, with one 2-year renewal option remaining. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

16. EVERGREEN LANDSCAPE &
DESIGN CORPORATION \$400,000.00 Increase
- Contract No. B50001705 - Mowing and Debris Removal for Vacant Lots and Abandoned Property - Department of Public Works, Bureau of Solid Waste - P.O. No. P517585
- On June 8, 2011, the Board approved the initial award in the amount of \$779,600.00. The award contained four 1-year renewal options. Subsequent actions have been approved. This increase in the amount of \$400,000.00 is necessary to increase the level of services through the remainder of the contract. This increase will make the award amount \$2,479,600.00. The contract expires on June 7, 2016, with no renewal options remaining. The above amount is the City's estimated requirement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

On August 31, 2011, the City Purchasing Agent approved the initial award in the amount of \$10,368.45. The award contained three 1-year renewal options. Subsequent actions have been approved. This renewal is for the annual license and registration fees for online access to e-Deca 2-Devereux Early Childhood Assessment Resources, which provides completed scoring, stores results in a database and generates numeric and graphic summaries of the results required for the Head Start Program. This final renewal in the amount of \$9,542.45 is for the period September 1, 2015 through August 31, 2016.

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.

22. MAGELLAN ADVISORS,

LLC	\$ 50,000.00	Renewal
Contract No. B50002934 - Consultant Services - Broadband Public Infrastructure Strategic Planning - Mayor's Office of Information Technology - P.O. No. P524604		

On August 14, 2013, the Board approved the initial award in the amount of \$157,000.00. The award contained two 1-year renewal options. On July 14, 2014, the Board approved the first renewal in the amount of \$100,000.00. This final renewal in the amount of \$50,000.00 is for the period August 1, 2015 through July 31, 2016. The above amount is the City's estimated requirement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MWBOO SET GOALS OF 17% MBE AND 9% WBE.

	<u>Commitment</u>	<u>Performed</u>
MBE: Bithgroup Technologies, Inc.	17%	\$4,738.05 3.8%
WBE: Catalpha Advertising & Design, Inc.	9%	0

Per contracting agency, the MBE and WBE firms have not yet been significantly utilized because their portion of the work has not yet started but will be assigned during the 3rd and 4th quarter. Vendor has committed to achieving the goals.

MWBOO FOUND VENDOR IN COMPLIANCE.

23. NCS PEARSON, INC. \$ 31,968.00 Renewal
 Contract No. 08000 - On-Line Licenses - Mayor's Office of Human Services - Head Start - Req. No. R704895

On January 11, 2012, the Board approved the initial award in the amount of \$38,073.00. The award contained four 1-year renewal options. Subsequent actions have been approved. The software is used for on-line management and reporting of assessment data that tracks each child's development and produces reports that are required by Head Start performance standards. This final renewal in the amount of \$31,968.00 is for the period September 1, 2015 through August 31, 2016, with no renewal options remaining. The above amount is the City's estimated requirement.

24. CHESAPEAKE FIRE AND RESCUE EQUIPMENT, INC. \$ 0.00 Ratification and Renewal
 Contract No. 08000 - Maintenance and Repair of Holmatro Tools - Fire Department - P.O. No. P517542

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

The ratification is necessary to pay for parking spaces for July 2015. This is the annual renewal required to provide the Mayor's Office of Human Services - Head Start central office five parking spaces. This final renewal in the amount of \$6,270.00 is for the period July 1, 2015 through June 30, 2016.

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.

27. ITEMS 7 - 11

AMERICAN TRAFFIC SAFETY MATERIALS, INC.	\$ 20,000.00	
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ITEMS 1 - 6, 12

OSBURN ASSOCIATES, INC.	80,000.00	Ratification
	<u>\$100,000.00</u>	and Renewal

Contract No. B50001914 - Reflective Sign Sheeting - Department of Transportation - P.O. Nos. P517819 and P517820 on July 13, 2011, the Board approved the initial award in the amount of \$84,104.00. The award contained three 1-year renewal options. The ratification is necessary as the contract expired without exercising the last renewal option. The ratification is for the period July 13, 2015 through August 11, 2015. This final renewal is for the period August 12, 2015 through August 12, 2016. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
<u>Bureau of Purchases</u>		
28. HEALTHNET AEROMEDICAL SERVICES, INC.	\$ 30,502.00	Ratification
	25,000.00	Term Order
	\$ 55,502.00	

Contract No. 06000 - Non-Emergent Air Transportation Services - Health Department, Field Health Services - Req. Nos. R699516 and R699517

Non-Emergent Air Transportation services for critical care patients are provided by the Maryland Department of Health and Mental Hygiene (DHMH) through the Transportation Grants Program. The DHMH protocol states "All Air Ambulance transport costs for Maryland Medicaid Recipient will be paid by the Baltimore City Health Department," through the Transportation Grants Program.

The Transportation Grants Program operated without a Program Director for several months, during which time procurement procedures were not followed and the vendor was not paid. The City allowed the previous contract to expire without a replacement, due to information from the State of Maryland that the State would be responsible for payment for these services. After the State informed the Health Department that it would not be responsible for payment, the Health Department was unable to submit necessary information to allow for timely payment. Although the vendor had not been paid, they continued to provide services to the City. Authority is requested to ratify the services to make payments to the selected vendor for outstanding invoices, and to allow for future payments until a new contract can be established.

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.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

29. APPLIED TECHNOLOGY SERVICES,
INC.

HCGI HARTFORD, INC.

USC/CANTERBURY CORP.

SHI INTERNATIONAL CORP.

DALY COMPUTERS, INC.

CARAHSOFT TECHNOLOGY CORP.

DATA NETWORKS, INC.

PC MALL GOV, INC.

DIGIGON CORPORATION

ePLUS TECHNOLOGY, INC.

En-NET SERVICES, L.L.C.

\$2,000,000.00

Extension

Contract No. B50001422 - Computer Hardware, Software and Related Items - Mayor's Office of Information Technology, etc. - Req. No. Various

On August 11, 2010, the Board approved the initial award in the amount of \$5,000,000.00. The award contained two 1-year renewal options. The second renewal was approved on July 23, 2014. This extension will provide the required continuity of computer hardware and software for the City while new contracts with expanded requirements are competitively bid and awarded.

This extension in the amount of \$2,000,000.00 will make the award amount \$34,500,000.00. The period of the extension is August 12, 2015 through January 31, 2016. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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UPON MOTION duly made and seconded, the Board approved the foregoing informal awards, renewals, increases to contracts and extensions. The Board further approved and authorized execution of the Sole Source Agreement with Azteca Systems, Inc. (item no. 8). The Board also approved and authorized execution of the License Agreement with Thomson Reuters (Tax & Accounting) Inc. (item no. 30). The President **ABSTAINED** on item no. 7. The Comptroller **ABSTAINED** on item no. 11 only.

MINUTES

Bureau of the Budget and - Carryover of Unexpended Fiscal 2015
Management Research Appropriations to Fiscal 2016

ACTION REQUESTED OF B/E:

The Board is requested to approve the final recommendations for Carryovers for the General Fund and Casino Local Impact Fund, based upon availability of funds.

AMOUNT OF MONEY AND SOURCE:

**General Fund Carry-Forward Requests
 Fiscal 2015 Unencumbered Appropriation to Fiscal 2016**

Agency	Account Number	Purpose	Amount
Board of Elections	1001-000000-1801-184500-603050	Voting Machines	\$145,195.00
	Total		\$145,195.00
Convention Center	1001-000000-5311-391600-603016	Concrete Repairs	\$100,000.00
	1001-000000-5311-391600-603016	Outdoor Improvements	\$300,000.00
	1001-000000-5311-391600-603016	Portable Wall Installation	\$100,000.00
	1001-000000-5311-391600-603016	West Side Terrace Paver Replacement	\$150,000.00
	1001-000000-5311-391600-603026	Exhibit Hall E Repair	\$40,000.00
	1001-000000-5311-391600-604009	Exterior Building Improvement	\$86,000.00
	1001-000000-5311-391300-603035	Website Upgrade	\$40,000.00
	Total		\$816,000.00
Enoch Pratt Free Library	1001-000000-4501-339600-605003	Computer Replacement	\$200,000.00
	Total		\$200,000.00
Finance	1001-000000-7100-691400-603026	Tax Credit Systems	\$290,085.00
	Total		\$290,085.00
Fire	1001-000000-2121-226500-603035	Fire Boat Pumps	\$125,000.00
	1001-000000-2121-226400-606006	Collapse Equipment	\$70,000.00
	1001-000000-3191-308700-601029	ALS Certification	\$648,000.00
	Total		\$843,000.00

MINUTES

BBMR - cont'd

Agency	Account Number	Purpose	Amount
General Services	1001-000000-1981-718100-603098	MECU Upgrades	\$2,400,000.00
	1001-000000-1982-192500-609036	Project Management Training	\$20,000.00
	1001-000000-1982-192500-603096	Abel Wolman Security Upgrades	\$111,000.00
	Total		\$2,531,000.00
Housing	1001-000000-5822-409100-603051	Homeownership-Edmondson Village	\$25,911.00
	1001-000000-5822-728400-603051	Wells Fargo Settlement-St. Ambrose	\$97,457.00
	1001-000000-5832-179300-603016	Code Enforcement Office Renovations	\$107,000.00
	1001-000000-2602-261000-603051	Permit Re-engineering Project	\$500,000.00
	1001-000000-2602-261000-603050	Digital Plans Conversion	\$100,000.00
	Total		\$830,368.00
Planning	1001-000000-1875-187400-603026	Waste-to-Wealth Report	\$40,000.00
	Total		\$40,000.00
Public Works	1001-000000-1901-190700-606003	Solid Waste Enterprise Fund Consultant	\$750,000.00
	Total		\$750,000.00
	Grand Total		\$6,445,648.00

**Local Impact Aid/Casino Fund Carry-Forward Requests
Fiscal 2015 Unencumbered Appropriation to Fiscal 2016**

Agency	Account Number	Purpose	Amount
M-R: Office of Employment Develop.	2026-000000-6311-734100-603051	Job Opportunities Task Force Contract	\$89,747.00
	2026-000000-1474-732200-603018	Fiber Study	\$45,500.00
Planning	2026-000000-1873-732700-603026	Community Enhancement Projects	\$352,446.00
Transportation	2026-000000-2303-733800-603026	Complete Streets Study	\$298,112.00
	Total		\$785,805.00

MINUTES

BBMR - cont'd

BACKGROUND/EXPLANATION:

Unexpended capital project funds and special funds have been carried forward for their original purpose, as is customary. All General Fund appropriations that have been determined to be encumbered have been carried forward, and all General Fund appropriations not recommended for carryover have been reverted to fund balance.

To the extent possible and pursuant to Board's approval, appropriations have been transferred within agency budgets to counteract such deficits in specific budget programs. There was no use of the Contingent Fund in Fiscal 2015.

UPON MOTION duly made and seconded, the Board approved the final recommendations for Carryovers for the General Fund and Casino Local Impact Fund, based upon availability of funds.

MINUTES

Bureau of the Budget and - Appropriation Adjustment Order
Management Research

ACTION REQUESTED OF B/E:

The Board is requested to approve an Appropriation Adjustment Order (AAO) to transfer Federal Funds within the Baltimore City Health Department, from Service 715 (Health Administration) to Service 720 (HIV Treatment Services for the Uninsured).

AMOUNT OF MONEY AND SOURCE:

\$20,969.00 - From: Health Department, Service 715
4000-400016-3001-568000-404001
Unallocated Federal Funds

To: Health Department, Service 720
4000-480515-3023-271700-404001
Partnership for Care - HIV Grant

The source of funds is the grant award from the Maryland Department of Health and Mental Hygiene, which was approved by the Board on July 29, 2015.

BACKGROUND/EXPLANATION:

The transfer is necessary to provide funding for HIV prevention and care services within communities most impacted by HIV. Initially, Federal funding was appropriated within an unallocated Federal fund account in the Fiscal 2016 Ordinance of Estimates. With this AAO, funding will be moved from the unallocated grant source, in accordance with the actual grant.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

MINUTES

BBMR - cont'd

UPON MOTION duly made and seconded, the Board approved the Appropriation Adjustment Order (AAO) to transfer Federal Funds within the Baltimore City Health Department, from Service 715 (Health Administration) to Service 720 (HIV Treatment Services for the Uninsured).

MINUTES

Bureau of the Budget and - Appropriation Adjustment Order
Management Research

ACTION REQUESTED OF B/E:

The Board is requested to approve an Appropriation Adjustment Order (AAO) - General Fund transfer within the Mayor's Office of Human Services from Service 446 (Educational Grants) to Service 356 (Administration-Human Services).

AMOUNT OF MONEY AND SOURCE:

\$211,864.00 - From: Educational Grants
1001-000000-4460-715800-607004

To: Administration-Human Services
1001-000000-3571-780400-401002

BACKGROUND/EXPLANATION:

The transfer is necessary in order to fund a youth mentorship program overseen by the Mayor's Office. The appropriation that will be debited within Educational Grants was approved as part of the Fiscal 2016 Ordinance of Estimates. The \$211,864.00 amount reflects funds originally appropriated to Family League of Baltimore City for a competitive grants process. The competitive grants process will no longer occur and the funds are not needed to maintain current services. With this Appropriation Adjustment Order, funding will be moved from Educational Grants to Administration-Human Services.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

MINUTES

BBMR - cont'd

UPON MOTION duly made and seconded, the Board approved the Appropriation Adjustment Order - General Fund transfer within the Mayor's Office of Human Services from Service 446 (Educational Grants) to Service 356 (Administration-Human Services).

MINUTES

Bureau of the Budget and - Appropriation Adjustment Order
Management Research

ACTION REQUESTED OF B/E:

The Board is requested to approve an Appropriation Adjustment Order (AAO) - Federal Fund transfer within the Health Department from Service 715 (Health Administration) to Service 717 (Environmental Health).

AMOUNT OF MONEY AND SOURCE:

\$1,600.68 - From: Health Administration
4000-400016-3001-568000-404001

To: Environmental Health
4000-486816-3021-268600-404001

The source of funds is the grant award from the Association of Food and Drug Officials, which was approved by the Board on January 14, 2015.

BACKGROUND/EXPLANATION:

This transfer is necessary in order to fund the attendance of two Environmental Health Supervisors at the "Managing Retail Food Safety Training" in Richmond, VA. While originally scheduled for May 2015, this will now take place in August 2015. The appropriation that will be debited within Health Administration was approved as part of the Fiscal 2016 Ordinance of Estimates. With this Appropriation Adjustment Order, funding will be moved from Health Administration to Environmental Health.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

MINUTES

BBMR - cont'd

UPON MOTION duly made and seconded, the Board approved the Appropriation Adjustment Order - Federal Fund transfer within the Health Department from Service 715 (Health Administration) to Service 717 (Environmental Health).

MINUTES

Bureau of the Budget and - Appropriation Adjustment Order
Management Research

ACTION REQUESTED OF B/E:

The Board is requested to approve an Appropriation Adjustment Order (AAO) - Federal Fund transfer within the Baltimore City Health Department from Service 715 (Health Administration) to Service 303 (Clinical Services).

AMOUNT OF MONEY AND SOURCE:

\$1,749,000.00 - From: Unallocated Federal Fund
4000-400016-3001-568000-404001

To: Department of Health and Human Services
4000-480016-3030-294500-404001

This amount is based upon receipt of a grant award from the Department of Health and Human Services, Office of Adolescent Health Teen Pregnancy Prevention Program, which was approved by the Board on July 29, 2015.

BACKGROUND/EXPLANATION:

This transfer is necessary in order to provide a funding for evidence-based Teen Pregnancy Prevention services in Baltimore City. Initially, federal funding was appropriated within an unallocated federal fund account in the Fiscal 2016 Ordinance of Estimates. With this Appropriation Adjustment Order, funding will be moved from the unallocated grant source in accordance in accordance with the actual grant award.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

MINUTES

BBMR - cont'd

UPON MOTION duly made and seconded, the Board approved the Appropriation Adjustment Order - Federal Fund transfer within the Baltimore City Health Department from Service 715 (Health Administration) to Service 303 (Clinical Services).

MINUTES

PERSONNEL MATTERS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

the Personnel matters

listed on the following pages:

2821 - 2824

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.

The President voted on item **NO.** 8.

MINUTES**PERSONNEL**Office of Civil Rights and Wage Enforcement1. Reclassify the following position:

From: Administrative Coordinator
Job Code: 3110
Grade: 087 (\$39,701.00 - \$47,990.00)
Position No: 6560-24995

To: Community Outreach Worker
Job Code: 81351
Grade: 422 (\$28,533 - \$29,941.00)

Costs: (\$48,917.00) - 1001-000000-6560-424800-601001

2. Reclassify the following position:

From: New Position
Job Code: 90000
Grade: 999 (\$1.00 - \$99,999.00)
Position No: 1561-50761

To: Community Relations Representative
Job Code: 84221
Grade: 089 (\$43,026.00 - \$52,239.00)

Costs: \$0.00

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

MINUTES**PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Environmental Control Board</u>		
3. JEREMY ELDRIDGE	\$90.00	\$76,950.00
4. KURT NACHTMAN	\$90.00	\$76,950.00
5. BELINDA MATLOCK	\$90.00	\$76,950.00
6. JAMES HOFFMAN	\$90.00	\$76,950.00

Account:1001-000000-1170-138600-601009

Mr. Eldridge, Mr. Nachtman, Ms. Matlock, and Mr. Hoffman will each work as a Contract Services Specialist II (Hearing Officer). The hourly rate is \$90.00 for a maximum of 855 hours, not to exceed \$76,950.00. Their duties will include, but are not limited to conducting hearings to make preliminary determinations as to whether citations issued by City Enforcement Officers comply with the Code, the ECB rules, and relevant court decisions. The Hearing Officers will also record all hearings, complete a Disposition Sheet, and submit written findings to the Executive Director of the ECB at the end of each day for each hearing that was conducted. The ECB requested a salary increase on April 29, 2015, in order to be competitive with the salary paid to other City and State Hearing Officers. The Department of Human Resources recommends granting this employment contract. The period of the Agreements is effective August 10, 2015 for one year.

Office of the State's Attorney7. Correction to Job Code

On July 15, 2015, the Board approved the creation of six positions for the Office of the State's Attorney for:

MINUTES**PERSONNEL**

Classification: Community Coordinator
 Grade: 090(\$44,858.00 - \$54,520.00)
 (6 Positions)
 Position No.: to be assigned by BBMR

The Job Code was submitted as 81442. The correct Job Code is 01873. The Board is requested to approve this correction.

Baltimore Police Department (BPD)

8. **TAIWAN J. SMITH** \$62.95 **\$120,000.00**

Account: 1001-000000-2041-196500-601009

Mr. Smith will serve as the Director of the Public Information Office. His duties will include, but are not limited to the following:

- Administer the BPD Public Information Office. Serve as the media relations/strategic communications point person for the BPD.
- Respond to major incidents of interest to the general public, collect pertinent information about the event, and brief the media on the circumstances.
- Work closely with unit commanders and the Police Commissioner as a direct source of information for the media.
- Monitor media coverage and respond to media inquiries. Provide information to media outlets by generating news releases, holding press conferences, and act as the BPD spokesperson and media liaison to disseminate agency related information.

MINUTES**PERSONNEL**

BPD - cont'd

- Develop and implement a plan designed to create an awareness of the BPD events, functions, and programs.
- Ensure communication strategies are consistent and reflect the Police Commission's vision.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore Police Department</u>			
1. William J. Manager Adam C. Kirhagis	27 th Annual Crimes Against Children Conference Dallas, TX Aug 9 - 14, 2015 (Reg. Fee \$490.00 ea.)	SORU Grant	\$3,846.00
<u>DPW/Bureau of Water and Wastewater</u>			
2. Prakash Mistry Art Shapiro*	Tri - Association Conference Ocean City, MD Sept. 1 - 4, 2015 (Reg. Fee \$330.00) (Reg. Fee \$280.00)*	Water Utilities	\$1,546.00
The registration was pre-paid on a City-issued procurement card assigned to Lyque O'Connor. The disbursement to Mr. Mistry is \$468.00. The disbursement to Mr. Shapiro is \$468.00.			
3. Michael Gallagher	Water Environment Federation's Annual Technical Exhibition & Conference 2015 Chicago, IL Sept. 26 - 30, 2015 (Reg. Fee \$575.00)	Waste Water Fund	\$2,062.36

The subsistence rate for this area is \$265.00 per day. The Hotel rate is \$249.00 per night, plus a 16.4% per night hotel tax. The Bureau of Water & Wastewater is requesting additional subsistence in the amount of \$24.00 per day to cover the cost of food and incidental expenses. The additional subsistence totaling \$96.00 has been added to the total.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>DPW, Bureau of Water & Wastewater - cont'd</u>			

The airfare for the amount of \$108.01 and the registration fee for the amount of \$575.00 were paid using a City issued credit card assigned to Ms. Lyque O'Connor. Therefore, the disbursement amount to Mr. Gallagher will be \$1,379.36.

Department of Public Works

4. Pedro Aponte Ben Meli	2015 Water Finance Conference Cleveland, OH Aug. 31 - Sept. 03, 2015 (Reg. Fee \$720.00) ea.	General Funds	\$3,359.22
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The subsistence rate for this area is \$175.00 per day. The Hotel rate is \$179.00 per night, plus a 16.5% per night hotel tax. The Department of Public Works is requesting additional subsistence in the amount of \$3.00 per day to cover the hotel balance and an additional \$40.00 per day for the cost of food and incidental expenses. The additional subsistence totaling \$132.00 has been added to the total.

The airfare for the amount of \$154.00 and registration fees for the amount of \$720.00 each were paid using a City issued credit card assigned to Ms. Tianna Haines. Therefore, the disbursement amount to Mr. Aponte and Mr. Meli will be \$805.61.

Health Department

5. Hilda Ndirangu Carolyn Nganga- Good Charles Chaulk*	2015 American Public Health Association Conf. Chicago, IL Oct. 31 - Nov. 4, 2015 Oct. 31 - Nov. 3, 2015* (Reg. Fee \$695.00) (Reg. Fee \$495.00)*	Compre- hensive HIV Pre- vention Programs for Health Depts.	\$5,717.07
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MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department - cont'd</u>			
The registration and transportation for all attendees were pre-paid on a City-issued credit card assigned to Whitney Tantleff. The disbursement to Ms. Ndirangu is \$1,270.12. The disbursement to Ms. Nganga-Good is \$1,270.24. The disbursement to Mr. Chaulk is \$967.68.			
<u>Fire & Police Employees' Retirement System</u>			
6. Victor Gearhart	Refresher Workshop & Advanced Investments Management & Conference 2015 Philadelphia, PA Sept. 27 - Oct. 2, 2015 (Reg. Fee \$5,090.00)	Special Funds Fire & Police	\$6,555.12

Health Department

7. Monica Herman	National Tuberculosis Controllers Association Annual (NTCA) Conference Atlanta, GA Jun. 8 - 11, 2015	TB Grant	\$ 804.27
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Ms. Herman (non-City employee), is a JHU Physician Assistant/Nurse Practitioner who traveled to Atlanta, Georgia on June 8 - 11, 2015 to attend the 2015 NTCA Annual Conference. The Department has an agreement with the Johns Hopkins University School of Medicine (JHU) for the delivery of communicable disease services to patients attending clinics operated by the Department. Under the agreement, the JHU's clinical staff is required to participate in in-service training. Ms. Herman personally incurred the costs for the airport parking, hotel and hotel taxes, meals, and conference publications.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department - cont'd</u>			

The subsistence rate for this location was \$191.00 per day. The hotel rate was \$135.00 per night. The occupancy taxes were \$21.60 per night. The airfare in the amount of \$203.00 was prepaid on a City-issued Credit Card assigned to Ms. Whitney Tantleff. Therefore, Ms. Herman will be reimbursed \$601.27.

ACTUAL TRAVEL EXPENDITURES/REIMBURSEMENT

(\$203.00)	- Airfare (Prepaid on City issued credit card)
32.00	- Airport Parking
405.00	- Hotel (\$135.00 x 3 days)
64.80	- Occupancy Tax (\$21.60 x 3 days)
59.47	- Meals
40.00	- Publications & Materials
<u>\$601.27</u>	- Amount to be reimbursed to Ms. Herman

The travel approval request is late because the employee who usually attends the annual TB conference resigned.

APPROVED FOR FUNDS BY FINANCE**AUDITS REVIEWED AND HAD NO OBJECTION.**Mayor's Office

8. Stephanie Rawlings-Blake	Maryland Assn. of Counties (MACO)	General Fund	\$5,882.55
Stacey Jefferson	Annual Summer Conf.		
Andrew Smullian	Ocean City, MD		
Nicholas Blendy	Aug. 12 - 15, 2015		
	(Reg. Fee \$285.00) ea.		

The subsistence rate for this location is \$264.00 per day. The hotel cost for Ms. Rawlings-Blake is \$399.00 per night for nights one and two plus hotel taxes of \$83.79 per night and \$429.00 for night three plus hotel tax of \$45.05.

MINUTES**TRAVEL REQUESTS**Mayor's Office - cont'd

The Mayor's Office is requesting additional subsistence of \$135.00 per night for nights one and two and \$165.00 for night three to cover the hotel balance and \$40.00 per day for meals and incidentals. The hotel and registration fees were prepaid on a City-issued procurement card assigned to Ms. Kathe Hammond. Ms. Rawlings-Blake transportation will be provided by the Execution Protection Unit. The amount to be disbursed to Ms. Rawlings-Blake is \$120.00.

The hotel cost for Ms. Jefferson is \$359.00 for nights one and two, plus hotel taxes in the amount of \$75.39 per night and for night three the hotel cost is \$389.00, plus hotel tax of \$40.85. The Mayor's Office is requesting additional subsistence of \$315.00 for hotel costs and \$40.00 per day for meals and incidentals. The hotel and registration fees were prepaid on a City-issued procurement card assigned to Ms. Kathe Hammond. The amount to be disbursed to Ms. Jefferson is \$273.41.

Messrs. Smullian and Blendy will share a hotel room. The cost of the hotel is \$359.00 per night for nights one and two, plus hotel taxes in the amount of \$75.39 per night for night one and two and for night three the hotel cost is \$389.00, plus tax in the amount of \$40.85. The Mayor's Office is requesting additional subsistence of \$315.00 for the hotel costs and \$40.00 per day for meals and incidentals for each. The hotel and registration fees were prepaid on a City-issued procurement card assigned to Ms. Kathe Hammond. The amount to be disbursed to Messrs. Smullian and Blendy is \$273.41 each.

UPON MOTION duly made and seconded, the Board approved the Travel Requests, and travel reimbursement. The Mayor **ABSTAINED** on item no. 8. The Comptroller **ABSTAINED** on item no. 6.

MINUTES**PROPOSALS AND SPECIFICATIONS**

1. Department of General Services - GS 14826R, Waxter Center
Interior Renovations
BIDS TO BE RECV'D: 09/16/2015
BIDS TO BE OPENED: 09/16/2015

2. Department of Transportation - TR 15018R, Conduit System New
Construction at Various
Locations Citywide (JOC)
BIDS TO BE RECV'D: 09/09/2015
BIDS TO BE OPENED: 09/09/2015

3. Department of Transportation - TR 15008RR, Urgent Need
Contract Citywide
BIDS TO BE RECV'D: 09/09/2015
BIDS TO BE OPENED: 09/09/2015

4. Department of Transportation - TR 15021, Street Cleaning
Parking Restriction Signing
Program, Region I
BIDS TO BE RECV'D: 09/09/2015
BIDS TO BE OPENED: 09/09/2015

5. Department of Public Works/
Department of Recreation and
Parks - RP 15819 Leakin Park
Challenge Course
BIDS TO BE RECV'D: 09/23/2015
BIDS TO BE OPENED: 09/23/2015

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

MINUTES

A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART FOR ALL ITEMS ON THE AGENDA.

The Board of Estimates received and reviewed Ms. Trueheart's protest. As Ms. Trueheart does not have a specific interest that is different from that of the general public, the Board will not hear her protest.

Kim A. Trueheart

August 11, 2015

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

Dear Ms. Taylor:

Herein is my written protest on behalf of the underserved and disparately treated citizens of the Baltimore City who appear to be victims of questionable management and administration within the various boards, commissions, agencies and departments of the Baltimore City municipal government.

The following details are provided to initiate this action as required by the Board of Estimates:

1. Whom you represent: Self
2. What the issues are:
 - a. Pages 1 - 121, City Council President and members of the Board of Estimates, BOE Agenda dated August 12, 2015, if acted upon:
 - i. The proceedings of this board often renew business agreements without benefit of clear measures of effectiveness to validate the board's decision to continue funding the provider of the city service being procured;
 - ii. The Baltimore City School Board of Commissioners routinely requires submissions for board consideration to include details of the provider's success in meeting the objectives and/or desired outcomes delineated in the previously awarded agreement;
 - iii. The members of this board continue to fail to provide good stewardship of taxpayers' funds as noted by the lack of concrete justification to substantiate approval of actions presented in each weekly agenda;
 - iv. This board should immediately adjust the board's policy to ensure submissions to the board include measures of effectiveness in each instance where taxpayer funds have already been expended for city services;
 - v. In the interest of promoting greater transparency with the public this board should willing begin to include in the weekly agenda more details which it discusses in closed sessions without benefit of public participation.

Email: kimtrueheart@gmail.com

5519 Belleville Ave
Baltimore, MD 21207

vi. Lastly this board should explain to the public how, without violating the open meeting act, a consent agenda is published outlining the protocols for each week's meeting prior to the board opening its public meeting.

3. How the protestant will be harmed by the proposed Board of Estimates' action: As a citizen I have witnessed what appears to be a significant dearth in responsible and accountable leadership, management and cogent decision making within the various agencies and departments of the Baltimore City municipal government which potentially cost myself and my fellow citizens excessive amounts of money in cost over-runs and wasteful spending.

4. Remedy I desire: The Board of Estimates should immediately direct each agency to include measures of effectiveness in any future submissions for the board's consideration.

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on August 12, 2015.

If you have any questions regarding this request, please telephone me at (410) 205-5114.

Sincerely,
Kim Trueheart, Citizen & Resident

5519 Belleville Ave
Baltimore, MD 21207

MINUTES

President: There being no more business before the Board, this meeting will be in recess until bid opening at 12 noon. Thank you.

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MINUTES

Department of Public Works - SC 939R, Maiden's Choice Pressure Sewer Condition Assessment & Uplands Sewer Replacement

Spiniello
Metra Industries

Bureau of Purchases - B50004206, Storm Drain Video Camera and Accessories

Atlantic Machinery, Inc.
Virginia Public Works Equipment Co.
Maryland Industrial Trucks

Bureau of Purchases - B50004177, Bituminous Paving Materials (Hot & Cold Patch)

Seaboard Asphalt
P. Flanigan & Sons, Inc.

Bureau of Purchases - B50004161, Various Trophies and Awards

Allogram

Bureau of Purchases - B50004153, Water Work Repair Parts

Joseph G. Pollard Co., Inc.
HD Supply Waterworks, Ltd
Ferguson Waterworks

Bureau of Purchases - B50004126, Structural Maintenance and Dredging of Inner Harbor

McLean Contracting Company

MINUTES

Bureau of Purchases

- B50004053, Diesel Fuel for
Generators

JJ Adams Fuel Oil Co., LLC
C. Hoffberger Co.

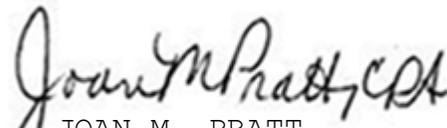
Bureau of Purchases

- B50004022, Moving, maintenance &
landscaping services

HF Huber and Son LLC
The Brickman Group
Evergreen Landscape & Design Corp.
Tote-It, Inc.
Lorenz, Inc.
TCH Enterprise, LLC
Manuel Landscaping, Inc.

* * * * *

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, August 19, 2015.


JOAN M. PRATT
Secretary