

**MINUTES****REGULAR MEETING**

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

The meeting was called to order by the President.

President: "Good morning. The January 8, 2014 meeting of the Board of Estimates is now called to order. I will direct the Board members attention to the memorandum from my office dated January 6, 2014, identifying matters to be considered as routine agenda items, together with any corrections and additions that have been noted by the Deputy Comptroller. I would entertain a Motion to approve all of the items contained on the routine agenda."

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

Comptroller: "Second."

President: "All those in favor say AYE. All opposed NAY."

The routine agenda has been adopted. In the interest of promoting order and efficiency at these hearings, persons who are disruptive to these hearings will be asked to leave the meeting room immediately."

## MINUTES

BOARDS AND COMMISSIONS1. Prequalification of Contractors

In accordance with the Rules for Prequalification of Contractors, as amended by the Board on October 31, 1991, the following contractors are recommended:

A.L. Ingram Construction, LLC	\$ 378,000.00
Balfour Beatty Infrastructure, Inc.	\$796,680,000.00
Broughton Construction Co., LLC	\$ 8,000,000.00
Color-Ad, Inc.	\$ 8,000,000.00
Concrete Services, Inc.	\$ 8,000,000.00
Donald Excavating, Inc.	\$ 1,500,000.00
DRM Associates, Inc.	\$ 1,500,000.00
Haines Industries, Inc.	\$ 909,000.00
Hydrostructures, LLC	\$ 8,000,000.00
Key Systems, Inc.	\$ 8,000,000.00
McGee Mobile Crane, Inc.	\$ 1,500,000.00
NLG Insulation, Inc.	\$ 684,000.00
North Point Builders, Inc.	\$ 8,000,000.00
Pessoa Construction Co., Inc.	\$ 8,000,000.00
Scriba Welding, Inc.	\$ 1,215,000.00
TECO, Inc.	\$ 1,500,000.00
Union Electric Co., LLC	\$ 1,500,000.00
ValleyCrest Landscape Development, Inc.	\$669,798,000.00

**MINUTES****BOARDS AND COMMISSIONS** - cont'd2. 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:

Century Engineering	Engineer Land Survey
Core Studio Design	Landscape Architect
Dewberry Consultants, LLC	Architect Engineer Land Survey
Gannett Fleming, Inc.	Architect Engineer
Hazen and Sawyer, P.C.	Architect Engineer
Kimley-Horn and Associates, Inc.	Engineer
McCormick Taylor, Inc.	Landscape Architect Engineer
Prime AE Group, Inc.	Landscape Architect Engineer
Schnabel Engineering Consultants, 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

EXTRA WORK ORDERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders

listed on the following page:

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All of the EWOs were reviewed and approved

by the

Department of Audits, CORC,

and MWBOO, unless otherwise indicated.



**MINUTES**

Mayor's Office of Employment Development - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with Job Opportunities Task Force, Inc. (JOTF). The period of the agreement is January 1, 2014 through December 31, 2014.

**AMOUNT OF MONEY AND SOURCE:**

\$190,730.00 - 4000-809914-6312-726805-603051

**BACKGROUND/EXPLANATION:**

Under this agreement JOTF will provide highway or capital transit construction trades-related training services that will be geared towards low-skilled, unemployed or underemployed Baltimore City residents.

**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 agreement with Job Opportunities Task Force, Inc.

**MINUTES**Parking Authority of Baltimore City (PABC) - Parking Facility  
Rate Increase**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the parking facility rate increase at the Penn Station Garage that is managed by the Parking Authority of Baltimore City.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The PABC is charged with managing the City's parking assets. Proper stewardship of those assets requires that the PABC realize the best possible return on the City's parking investments.

Due to the current high demand for monthly parking at the Penn Station Garage, (nearly 40 potential customers on the PABC waitlist) and the fact that the last monthly rate increase was January 2012, the PABC staff developed the proposed rate change. This rate change was unanimously approved by the PABC Board of Directors.

Location	Proposed Transient Rate Changes	Proposed Monthly Rate Changes	
Penn Station Garage	No recommended changes	Current	Proposed
		Regular Rate \$210.00	<b>\$215.00</b>

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

PABC - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized the parking facility rate increase at the Penn Station Garage that is managed by the Parking Authority of Baltimore City.

**MINUTES**

Mayor's Office of Human Services - Agreement

**ACTION REQUESTED OF B/E:**

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

**AMOUNT OF MONEY AND SOURCE:**

\$840,525.00 - 1001-000000-3572-327228-603051

**BACKGROUND/EXPLANATION:**

The Baltimore Station, Inc. will provide 100 to 125 emergency shelter beds in their overflow facilities.

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

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with The Baltimore Station, Inc.

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Housing and Community Development - Options</u>			
1. Flora M. Bailey	1110 E. Hoffman St.	L/H	\$ 34,633.00
Funds are available in account 9910-910634-9588-900000-704040, Whole Block Demolition Project.			
2. Amy Sue Nochumowitz, Substitute Trustee under the Paul Wye Nochumowitz Deed of Trust for Ross Adam Nochumowitz by deed dated 12/6/1991	1619 E. North Ave.	G/R \$90.00	\$ 825.00
Funds are available in account 9910-904403-9588-900000-704040, Great Blacks in Wax Project.			

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.

Department of Law - Payments of Settlements

3. SS5 Business Trust (previous owner)	2722 Tivoly Ave.	F/S	\$ 5,250.00
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On October 10, 2012, the Board approved the acquisition of the fee simple interest, by condemnation, in the real property located at 2722 Tivoly Avenue. The Board previously approved \$7,750.00, based upon an independent appraisal report, to acquire the subject property interest. The owner of the property obtained an appraisal report that indicated the value

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Law - Payments of Settlements - cont'd</u>			

to be \$18,000.00. The parties agreed to settle the action for \$13,000.00. Municipal liens and charges will be deducted from the total settlement. Therefore, the Board is requested to approve an additional \$5,250.00 in settlement of this case.

Funds are available in State Funds, account no. 9910-904326-9588-900000-704040, Coldstream Homestead Montebello Project Area.

- |   |                  |     |              |
|---|------------------|-----|--------------|
| 4. SS5 Business Trust<br>(previous owner) | 2740 Tivoly Ave. | F/S | \$ 25,000.00 |
|---|------------------|-----|--------------|

On September 12, 2012, the Board approved the acquisition of the fee simple interest, by condemnation, in the real property located at 2740 Tivoly Avenue. The Board previously approved \$22,000.00, based upon an independent appraisal report, to acquire the subject property interest. The owner of the property obtained an appraisal report that indicated the value to be \$72,000.00. The parties agreed to settle the action for \$47,000.00. Municipal liens and charges will be deducted from the total settlement. Therefore, the Board is requested to approve an additional \$25,000.00 in settlement of this case.

Funds are available in State Funds, account no. 9910-904326-9588-900000-704040, Coldstream Homestead Montebello Project Area.

- |   |                  |     |              |
|---|------------------|-----|--------------|
| 5. SS5 Business Trust<br>(previous owner) | 2783 Tivoly Ave. | F/S | \$ 16,000.00 |
|---|------------------|-----|--------------|

On May 2, 2012, the Board approved the acquisition of the fee

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Law - Payments of Settlements - cont'd</u>			

simple interest, by condemnation, in the real property located at 2783 Tivoly Avenue. The Board previously approved \$30,000.00, based upon an independent appraisal report, to acquire the subject property interest. The owner of the property obtained an appraisal report that indicated the value to be \$72,000.00. The parties agreed to settle the action for \$46,000.00. Municipal liens and charges will be deducted from the total settlement. Therefore, the Board is requested to approve an additional \$16,000.00 in settlement of this case.

Funds are available in State Funds, account no. 9910-904326-9588-900000-704040, Coldstream Homestead Montebello Project Area.

6. Thomas W. Felder, II (previous owner)	3333 Woodland Ave.	F/S	\$ 700.00
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On December 7, 2011, the Board approved the acquisition of the fee simple interest, by condemnation, in the real property located at 3333 Woodland Avenue. The Board previously approved \$7,000.00 to acquire the subject property interest. The parties agreed to settle the action for an additional 10% (i.e. \$700.00). Therefore, the Board is requested to approve an additional \$700.00 in settlement of this case.

Funds are available in account no. 9910-903187-9588-900000-704040, Park Heights Demo-Woodland/Virginia Avenue Corridor.

UPON MOTION duly made and seconded, the Board approved the options and the payments of settlements.

**MINUTES**

Office of the State's Attorney - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an expenditure of funds to pay Judicial Dialog Systems for the 2014 Dialog System software support for the Judicial Dialog Case Management System and Dialog Integration System. The period of the software support is January 1, 2014 to December 31, 2014.

**AMOUNT OF MONEY AND SOURCE:**

\$22,000.00 - 1001-000000-1151-117900-603026

**BACKGROUND/EXPLANATION:**

The 2014 Dialog System software support is for the annual software support, upgrades, and maintenance for the Judicial Dialog Case Management System and Dialog Integration Solution.

The Judicial Dialog Systems specializes in providing judicial professionals with case management solutions. Judicial Dialog Systems has been one of the nation's leading providers of customizable case management solutions for prosecuting attorneys, public defenders and other courtroom and law enforcement professionals. The Judicial Dialog Systems provides software support for the Case Management System and Dialog Integration Solution to the State's Attorney Office.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION**

UPON MOTION duly made and seconded, the Board approved the expenditure of funds to pay Judicial Dialog Systems for the 2014 Dialog System software support for the Judicial Dialog Case Management System and Dialog Integration System.

## MINUTES

Health Department - Agreements

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

1. **PROGRESSUS THERAPY, LLC** **\$244,155.00**

Accounts: 4000-427114-3080-294301-603051	\$158,616.00
4000-498914-3080-603001-603051	\$ 85,539.00

The organization will provide occupational, speech-language pathology therapy and special education services for the Baltimore Infants & Toddlers Program. The organization will also provide school readiness orientation, training, documentation, and reporting.

The agreement is late due to budget revisions.

**MWBOO GRANTED A WAIVER.**

2. **HEALTH CARE FOR THE HOMELESS, INC. (HCH)** **\$ 62,351.00**

Account: 4000-424514-3023-599660-603051

The HCH will provide outreach and engagement services and entitlement assistance to HIV+ persons experiencing homelessness.

**MWBOO GRANTED A WAIVER.**

3. **TOTAL HEALTH CARE, INC. (THC)** **\$ 38,526.00**

Account: 4000-424514-3023-599635-603051

The organization will provide Psychosocial Services for the Ryan White Part B Program. Services will include individualized assessment within 48 hours of referral to identify barriers to adherence with medical/case management

## MINUTES

Health Dept. - cont'd

services. The THC will conduct counseling sessions utilizing the client's treatment plan as a guide to track and monitor patient's progress.

The agreements are late because of a delay in receiving an acceptable budget and scope of services.

4. **SINAI HOSPITAL OF BALTIMORE, INC.** **\$ 32,326.00**

Account: 4000-425614-3023-599611-603051

The organization will provide services to 30 eligible clients who lack insurance or who are underinsured. Clients receiving Medical Case Management will be assisted with coordination of their medical care and will be provided treatment adherence counseling, if required in addition to any referrals or service coordination to address their psychosocial needs.

The agreement is late because the Infectious Disease and Environmental Health Administration (IDEHA) program-matically manages Ryan White Part D Services. The providers are asked to submit a budget, budget narrative, and scope of services. The Health Department thoroughly reviews the entire package before preparing a contract and submitting it to the Board of Estimates. These budgets are often times revised because of inadequate information from the providers. This review process is required to confirm the grant requirements.

**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**

Health Department - Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of a grant award from Healthcare Access Maryland, Inc. (HCAM). The period of the grant is July 1, 2013 through June 30, 2014.

**AMOUNT OF MONEY AND SOURCE:**

\$298,493.00 - 6000-619114-3080-294600-406001

**BACKGROUND/EXPLANATION:**

The Department has received a grant from the HCAM for the Maryland Health Benefit Exchange Connector Program. The funding is provided by the Maryland Health Benefit Exchange (MHBE).

This award is contingent upon the receipt of an executed sub-contract agreement from the Department to the HCAM. No funds or equipment can be distributed until HCAM has received an executed contract from the Department.

The MHBE Act of 2012 establishes programs to serve both individuals seeking coverage through individual exchange and small businesses seeking coverage through the Small Business Health Options Program Exchange in the State of Maryland.

The Department, as a connector entity, will provide education and outreach to individuals who do not have insurance with a particular focus on hard-to-reach populations.

On November 13, 2013, the Board approved the agreement with the HCAM. However, the Department neglected to request approval to accept the grant from the HCAM, as a result the acceptance of the grant award is late.

Approval of the acceptance of the grant award will allow the Department of Finance to submit an Appropriation Adjustment Order for this grant.

**MINUTES****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 a grant award from Healthcare Access Maryland, Inc.



**MINUTES**Health Department - Amendment to Agreements

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

The Department reduced its awards to the following sub-grantees by 3%, due to Federal budget reductions to the Comprehensive HIV Prevention grants. All other terms and conditions of the agreement will remain unchanged.

1. **HEALTH CARE FOR THE HOMELESS, INC.** **(\$3,043.00)**

Account: 4000-499013-3023-513200-803051

On June 5, 2013, the Board approved the original agreement with this service provider for HIV Prevention - Counseling, Testing and Referral Program. The agreement was in the amount of \$101,432.00 and is being reduced by \$3,043.00; making the final award amount \$98,389.00 for FY 2013.

2. **HEALTH CARE FOR THE HOMELESS, INC.** **(\$1,597.00)**

Account: 4000-499013-3023-513200-603051

On April 24, 2013, the Board approved the original agreement with this service provider for Health Education and Risk Reduction Prevention with Positives. The agreement was in the amount of \$53,245.00 and is being reduced by \$1,597.00; making the final award amount \$51,648.00 for FY 2013.

The amendments are late because the Department notified the sub-grantees of the reductions on July 31, 2013 and was waiting for the revised budgets.

**AUDITS REVIEWED AND HAD NO OBJECTION.**

## MINUTES

Health Department - cont'd

3. **CAREFIRST BLUECROSS BLUESHIELD** **\$0.00**

On May 9, 2012, the Board approved the initial grant award in the amount of \$1,000,000.00, for the period July 1, 2012 through July 31, 2013.

On August 14, 2013, the Board approved a no-cost extension and grant budget modification to the Memorandum of Agreement to extend the project period through October 30, 2013 to allow the Department to complete services. The Department requested and received approval from the grantor to modify the budget and extend the project period through December 31, 2013 to complete staff training.

**AUDITS NOTED THIS NO-COST TIME EXTENSION.**

4. **MEDSTAR HEALTH, INC.** **\$0.00**

On August 28, 2013, the Board approved the original agreement with Medstar Health, Inc. in the amount of \$25,000.00, for the period September 1, 2013 through August 31, 2014.

The services described in the original agreement were revised by Medstar for the donation of physician services and funding for a part-time Nurse Practitioner as part of its community services. All other terms and conditions of the original agreement will remain unchanged.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing amendments to agreements.

**MINUTES**

Health Department - Acceptance 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.

**AMOUNT OF MONEY AND SOURCE:**

<u>Grant Description</u>	<u>Type of Action</u>	<u>Amount of Action</u>	<u>Total Award</u>
Tobacco Use Prevention Community-Based	Reduction	(16,803.00)	\$ 83,197.00
Tobacco Use Prevention Community-Based	New	\$47,073.00	\$ 47,073.00
CRF - Tobacco - Enforcement	Reduction	(28,116.00)	\$ 48,922.00
Tobacco Use Cessation	Reduction	(21,548.00)	\$ 78,452.00
Tobacco Use Prevention	New	\$19,394.00	\$ 19,394.00
Immunization - HEP - IAP, HEP - B	Budget Correction	<u>\$55,000.00</u>	\$688,700.00
	Total	<b>\$55,000.00</b>	

**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.

**MINUTES**

Health Department - cont'd

The updated Unified Funding Document is late because of the delays in the administrative review process.

**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.

**MINUTES**

Office of the Labor Commissioner - MAPS Leave Reform

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize leave reform for the City of Baltimore and the Managerial and Professional Society of Baltimore, Inc. (MAPS). The leave reform is effective July 1, 2014.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On October 16, 2013, the Board noted the FY 2014-2015 Memorandum of Understanding (MOU) between the City of Baltimore and MAPS. Article 13, Leave, of the MOU provided changes to vacation and personal leave reform to become effective January 1, 2014. Leave reform will now become effective July 1, 2014. The submitted side letter modifies Article 13, to reflect the new date.

UPON MOTION duly made and seconded, the Board approved and authorized leave reform for the City of Baltimore and the Managerial and Professional Society of Baltimore, Inc.

## MINUTES

Police Department - Agreements

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

Memorandum of Agreement

1. **BALTIMORE CHILD ABUSE CENTER (BCAC)** **\$ 96,250.00**

Account: 5000-596314-2021-212700-600000

The BCAC will employ Forensic Interviewers to perform forensic interviews for all child sex offense cases referred by the Baltimore City Police Department. The Forensic Interviewers will conduct interviews with suspected victims of child sexual abuse/assault, their non-offending caretakers, and family members utilizing the BCAC's approved interview protocols.

**AUDITS REVIEWED AND HAD NO OBJECTION.**

Interagency Agreement

2. **DEPARTMENT OF HOUSING AND** **\$160,000.00**  
**COMMUNITY DEVELOPMENT (DHCD)**

Account: 4000-472013-2252-694200-607001

The City will utilize funds from the JAG VIII grant to continue supporting the crime reduction and prevention strategy. This agreement will provide funding for attorneys, paralegals and paralegal assistants in the DHCD Code Enforcement Division who will aim to reduce crime through crime prevention and strategic legal interventions to abate nuisances.

**MINUTES**

Police Department - cont'd

The agreement is late because of the delays in the administrative review process.

**APPROVED FOR FUNDS BY FINANCE**

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

**MINUTES**

Bureau of Water and Wastewater - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with Glyndon Engineering & Technology, Co. The period of the agreement is effective upon Board approval for three years, or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$152,828.99 - Baltimore City  
324,761.61 - Baltimore County  
**\$477,590.60** - 9956-903552-9551-900020-703032

**BACKGROUND/EXPLANATION:**

Under this agreement, the consultant will provide Post Award Engineering Services during construction of SC 868. The engineering services will include: review of shop drawings, response to request for information, preparation of operational and maintenance manuals, provide assistance to train wastewater operation personnel in the operation and maintenance of equipment and systems furnished under the contract, participation in system start up and develop record drawings.

In addition, the consultant will also provide personnel for on-site observation, and will conduct conditional and final acceptance inspection and prepare punch list items.

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

**MBE/WBE PARTICIPATION:**

<b>MBE:</b> EBA Engineering, Inc.	\$ 9,999.13	2.09%
Phoenix Engineering, Inc.	<u>39,050.00</u>	<u>8.18%</u>
	<b>\$49,049.13</b>	<b>10.27%</b>



**MINUTES**

Bureau of Water & Wastewater - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 008, under Project No. 1138P, On-Call Environmental Engineering Services to Patton Harris Rust & Associates, Inc. for WC 1253, Condition Assessment of Druid Lake Dam-Phase II.

**AMOUNT OF MONEY AND SOURCE:**

\$248,198.00 - 9960-906723-9557-900020-703032

**BACKGROUND/EXPLANATION:**

Patton Harris Rust & Associates, Inc. will provide investigation of both the dam stability conditions and other possible seepage sources not necessarily associated with the dam itself such as water mains, sanitary sewers, storm drains, and storm water conveyance systems that could have contributed to subsurface erosion.

In Phase II the consultant, Patton Harris Rust & Associates, Inc., will provide a more rigorous field investigation and a remediation/rehabilitation program.

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

MINUTES

Bureau of Water & Wastewater - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$139,207.20	9960-906716-9558	
County	Construction Reserve	
Appropriations	Guilford Finished	
	Water Reservoir	
160,792.80		
Water Revenue		
Bonds		
<u>\$300,000.00</u>	-----	9960-906723-9557-900020-3
		Engineering

The transfer of funds is required to cover the cost of the study of Project 1138P, Task 8 for WC 1253, Druid Lake Dam Conditions Assessment-Phase II.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 008, under Project No. 1138P, On-Call Environmental Engineering Services to Patton Harris Rust & Associates, Inc. for WC 1253, Condition Assessment of Druid Lake Dam-Phase II. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**

Bureau of Water & Wastewater - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 032, under Project No. 1301, On-Call Project and Construction Management Assistance Inspection Services to Rummel, Klepper & Kahl, LLP for SC 868, Improvements to the Liquid Oxygen Plant at Patapsco Wastewater Treatment Plant.

**AMOUNT OF MONEY AND SOURCE:**

\$307,205.13 - 9956-903552-9551-900020-705032

**BACKGROUND/EXPLANATION:**

Rummel, Klepper & Kahl, LLP will provide inspection services for SC 868, Improvements to the Liquid Oxygen Plant at Patapsco Wastewater Treatment Plant.

**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. 032, under Project No. 1301, On-Call Project and Construction Management Assistance Inspection Services to Rummel, Klepper & Kahl, LLP for SC 868, Improvements to the Liquid Oxygen Plant at Patapsco Wastewater Treatment Plant.

**MINUTES**

Department of Real Estate - Renewal of Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the renewal of the lease agreement with The Baltimore Rowing Club, Inc., tenant, for the rental of a portion of 3301 Waterview Avenue (Block 7610, Lot 15), being on the lower level, consisting of approximately 3,050+ square feet. The period of the renewal is January 1, 2014 through June 30, 2014.

**AMOUNT OF MONEY AND SOURCE:**

\$1,837.00

**BACKGROUND/EXPLANATION:**

On August 14, 2013, the Board approved the Lease Agreement for a six (6) month term commencing July 13, 2013 and terminating December 31, 2013, with the right to renew for one (1) additional six (6) month term. The Baltimore Rowing Club, Inc. has exercised their renewal option. All other rentals, conditions and provisions of the lease agreement dated August 14, 2013 will remain in full force and effect.

UPON MOTION duly made and seconded, the Board approved the renewal of the lease agreement with The Baltimore Rowing Club, Inc., tenant, for the rental of a portion of 3301 Waterview Avenue (Block 7610, Lot 15), being on the lower level, consisting of approximately 3,050+ square feet.

**MINUTES****RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

\* \* \* \* \*

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

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

The Comptroller **ABSTAINED** on item no. 5.

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases

- |    |   |                                 |               |
|----|---|---------------------------------|---------------|
| 1. | B50003225, Heavy Rubber<br>Tire Wheel Loaders | H&E Equipment<br>Services, Inc. | \$ 608,950.00 |
|----|---|---------------------------------|---------------|

**MWBOO GRANTED A WAIVER.**

(Dept. of General Services, Fleet Mgmt.)

- |    |  |   |               |
|----|--|---|---------------|
| 2. | B50003237, Relining<br>of Fiberglass Reinforced<br>Plastic Tanks | American Fiberglass<br>Tank Repair, LLC | \$ 135,000.00 |
|----|--|---|---------------|

**MWBOO GRANTED A WAIVER.**

(DPW, Bureau of Water &amp; Wastewater)

- |    |   |                |               |
|----|---|----------------|---------------|
| 3. | B50003258, Polymeric<br>Flocculant for<br>Patapsco Wastewater<br>Treatment Plants | Polydyne, Inc. | \$ 187,455.24 |
|----|---|----------------|---------------|

**MWBOO GRANTED A WAIVER.**

(DPW, Bureau of Water &amp; Wastewater)

- |    |  |                     |               |
|----|--|---------------------|---------------|
| 4. | B50003274, Polyethylene<br>Liners for all Baltimore<br>City Agencies | Orly Industry, Inc. | \$ 252,025.00 |
|----|--|---------------------|---------------|

**MWBOO GRANTED A WAIVER.**

(Dept. of Rec. &amp; Parks)

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases - cont'd

5. B50003241, Maintenance \$6,000,000.00  
 & Repair Services for  
 H.V.A.C.R. Systems

Fresh Air Company, Inc.

Denver-Elek, Inc.

J.F. Fischer, Inc.

(Dept. of General Services, DPW etc.)

**MWBOO SET MBE GOALS AT 27% AND WBE GOALS AT 0%.**

FRESH AIR COMPANY, INC.

**MBE:** R.C.S Plumbing, LLC 27%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

DENVER-ELEK, INC.

**MBE:** Spears Mechanical Contractors, Inc. 27%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

J.F. FISCHER, INC.

**MBE:** Horton Mechanical Contractors, Inc. 27%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**A PROTEST WAS RECEIVED FROM JCM CONTROL SYSTEMS, INC. THIS PROTEST WAS WITHDRAWN.**



## **Control Systems, Inc.**

***1812 Ridgeway Avenue \* Lutherville, Maryland 21093***

HEATING \* VENTILATION \* AIR CONDITIONING \* MECHANICAL MAINTENANCE

### **Protest Request To Be Heard**

January 7, 2014

#### **1. Whom you represent**

JCM Control Systems, Inc.  
Joshua C. Matthews, President  
1812 Ridgeway Ave.  
Lutherville, MD 21093

#### **2. What the issues are:**

The issues in question, Part C, MBE/WBE Participation Affidavit page B-23. Please notice Contractor Company Name and Signature. Throughout the bid proposal affidavit and documents, where it called for a signature of prime contractor. I, Joshua C. Matthews, President of JCM Control Systems have made the necessary signature as the responsible and representative of JCM.

Page B-23 MBE/WBE participation was a mistake on JCM Control Systems' part because it stated Contractor Company Name assuming MBE/WBE. Based on the title of the affidavit the mistake took place. However, the content of the affidavit does read as the prime contractor. Every affidavit or document requiring the signature of the president have been met.

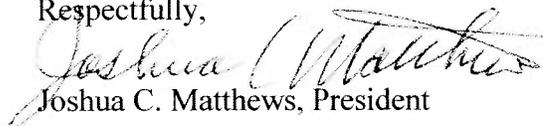
#### **3. How the protestant will be harmed by the proposed Board of Estimates action:**

JCM is requesting that the Board of Estimates reconsider their recommendation based on three reasons:

- (a) JCM Control Systems was identified as the lowest bidder for B50003241 and we are a 100% MBE firm with the desire to support City Hire & MBE Employment.
- (b) If you see fit to forgive this minor over site on our part, the City will benefit drastically in the area of savings based on the next highest bidder in the sum of \$335,500.00 (Please refer to the bid chart attached)
- (c) Page B-23 is the only page in the document that state Contractor Company Name that could mean Prime Contractor or Subcontractor.

Your consideration of this matter is much appreciated.

Respectfully,

  
Joshua C. Matthews, President

PHONE: (410.453.6790) FAX: (410.453.6793)

[jcmatthews@jcmcontrols.net](mailto:jcmatthews@jcmcontrols.net)

Minority Business **Enterprise**



## **Joshua C. Matthews**

*President/Chief Executive Officer*



### **Education/Designation**

Local 438 Training Program, Baltimore, Md  
Community College of Baltimore

### **Work Experience**

#### **Since 1982                    JCM CONTROL SYSTEMS, INC.                    Baltimore, MD**

Mr. Matthews is founder, owner and operator of JCM Control Systems Inc. As President and CEO, Mr. Matthews continues to develop and implement organizational and program plans; researches applicable laws and regulations; evaluates activities and interacts with representatives of comparable firms. Mr. Matthew prepares and delivers formal presentations before various public and private concerns; attends meetings, conferences and seminars.

From 1977 through 1982, Mr. Matthews was Lead Mechanic for Johnson Controls, Baltimore, Maryland. While there Mr. Matthews responsibilities included servicing heating and air conditioning units, boilers and steam systems, chillers, controls, refrigeration equipment, and training apprentice employees.

### **Licenses and Certificates**

Master HVAC/R  
Plumber/Steamfitter Local 486  
ASHRAE Certified  
MCA Maryland - Outstanding Support  
Member Count Mechanical Contractors  
Member CASHE  
Member Builders, Managers and Owners Association  
Board, Training School Local 486  
Award- American Society of Heating, Refrigeration, Air



## **Control Systems, Inc.**

*1812 Ridgeway Avenue \* Lutherville, Maryland 21093*

HEATING \* VENTILATION \* AIR CONDITIONING \* MECHANICAL MAINTENANCE

### **COMPANY HISTORY**

Thank you for the opportunity to submit information on JCM Control Systems, Inc. We are a 100% minority owned business enterprise. We are a HVAC/R Service organization. JCM Control Systems, Inc. became incorporated in April, 1982. With a little more than twenty five years of service in the industry, we are proud of the quality of service we have extended throughout Maryland and the surrounding counties. In Baltimore City alone, JCM Control Systems, Inc. has established a trustworthy name with the private sector, Local, State and Federal Government. With our most prestigious project being the National Park Service facility in Washington, DC, we have earned many letters of accommodations and continue to due so. During the four and one half years that the National Parks project was in operation, JCM grew to its maximum capacity of 102 employees and increased its sales revenue in excess of eleven million dollars. Over the years since, JCM has successfully sustained itself in good and difficult financial times.

As a company, our mission is customer satisfaction combined with customer retention. We achieve this by way of quality work and highly trained employees. JCM is a true turn-key operation in that we are a unique organization. We work with the customer from the beginning of a project and stay at their request, even as they enjoy their facility.

### **SERVICES PROVIDED**

HVAC/R Systems Analysis	Air Conditioning	Temperature Controls
Mechanical Installation	Roof Top Units	Leak Repairs
Emergency Repair & Service	New HVAC Installs	Estimating
Routine Maintenance	Heating & Cooling Systems	Pneumatic Controls
Commission of Automation Systems	Schedule of Values	Critical Paths

### **BENEFITS OF WORKING WITH JCM.**

- ◆ Highly trained staff with more than 75 cumulative years of experience.
- ◆ A true turn-key operation – solution driven.
- ◆ Customer recognition.
- ◆ Confidential clearance.
- ◆ 100% owned and operated MBE minority business.

PHONE: (410.453.6790) FAX: (410.453.6793)

[jcm@hews-jcmcontrols.net](mailto:jcm@hews-jcmcontrols.net)

City of Baltimore  
Department of Finance  
Bureau of Purchases

**Request for Bids**  
for  
**Maintenance & Repair Services**  
for  
**H.V.A.C.R. (Heating, Ventilation, Air Conditioning  
and Refrigeration) Systems**

Solicitation Number: B50003241

Due Date: November 27, 2013 at 11:00 A.M.

1797

Any questions concerning this solicitation should  
be directed immediately to the buyer named below.

Mukesh Vasavada, CPPO, Engineer Supervisor

Phone: (410) 396-5711

Fax: (410) 396-2997

Email: Mukesh.Vasavada@baltimorecity.gov

AGENDA

BOARD OF ESTIMATES

01/08/2014

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Purchases - cont'd

5. B50003241, Maintenance & Repair Services for H.V.A.C.R. Systems	\$6,000,000.00
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Fresh Air Company, Inc.

Denver-Elek, Inc.

J.F. Fischer, Inc.

(Dept. of General Services, DPW etc.)

MWBOO SET MBE GOALS AT 27% AND WBE GOALS AT 0%.

FRESH AIR COMPANY, INC.

MBE: R.C.S Plumbing, LLC	27%
--------------------------	-----

MWBOO FOUND VENDOR IN COMPLIANCE.

DENVER-ELEK, INC.

MBE: Spears Mechanical Contractors, Inc.	27%
--	-----

MWBOO FOUND VENDOR IN COMPLIANCE.

J.F. FISCHER, INC.

MBE: Horton Mechanical Contractors, Inc.	27%
--	-----

MWBOO FOUND VENDOR IN COMPLIANCE.

# MBE Certification

**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, 6a, AND 6e.**

Name of Prime Contractor: JCM Control Systems Inc.  
Name of MBE or WBE: Bey Refrigeration

Brief Narrative Description of the Work/Service to be performed by MBE or WBE:  
Labor materials, supplies for install or servicing air conditioning related control systems

Materials/Supplies to be furnished by MBE or WBE:  
Rages, Grease, Motor Oil, Parts and Labor.

Subcontract Amount: \$ 428,490.00 (If this is a requirements contract, the subcontract amount may be omitted; however, the subcontract percentage must be included.)

Subcontract percentage of total contract: 27 %

(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.

Joshua C. Matthews      November 25, 2013  
Signature of Prime Contractor (REQUIRED)      Date

Seamus Bey      11/26/13  
Signature of MBE or WBE (REQUIRED)      Date

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

**PART C: MBE/WBE PARTICIPATION AFFIDAVIT**

The Undersigned authorized representative of Contractor does hereby make the following Affidavit: Contractor has read the Bidder Information and Instructions regarding the MBE/WBE Program. Contractor acknowledges the MBE goal of 27% and the WBE goal of 0% for the contract shown at the top of this page. Contractor has achieved the following participation:

MBE-\$ 428,490.00 or 27 % and WBE-\$ 0 or 0 % of the total contract amount which is \$ N/A.

My firm has made good faith efforts to achieve the MBE and WBE participation goals for this contract. I understand that, if awarded the contract, my firm must submit to the Minority and Women's Business Opportunity Office (MWBOO) copies of all executed agreements with the MBE and WBE firms being utilized to achieve the participation goals and other requirements of Article 5, Subtitle 28 of the Baltimore City Code (2007 Edition). I understand that these documents must be submitted prior to the issuance of a notice to proceed.

I understand that, if awarded the contract, my firm must submit to the MWBOO canceled checks and any other documentation and reports required by MWBOO on a quarterly basis, verifying payments to the MBE and WBE firms utilized on the contract.

I understand that, if I am awarded this contract and I find that I am unable to utilize the MBEs or WBEs identified in my Statements of Intent, I must substitute other certified MBE and WBE firms to meet the participation goals. I understand that I may not make a substitution until I have obtained the written approval of MWBOO.

I understand that, if awarded this contract, authorized representatives of the City of Baltimore may examine, from time to time, the books, records and files of my firm to the extent that such material is relevant to a determination of whether my firm is complying with the MBE and WBE participation requirements of this contract.

I do solemnly declare and affirm under the penalty of perjury that the contents of the foregoing Affidavit are true and correct to the best of my knowledge, information and belief.

Bey Refrigeration  
Contractor Company Name Sunni Bey  
Signature

4131 Haywood Ave. Baltimore Md 21225  
Address Sunni Bey / President  
Print Name and Title

Sworn and subscribed before me this 25 day of November, in the year 2013.

[Signature]  
Notary Public

**PART D: MBE/WBE PARTICIPATION WAIVER REQUEST FORM**

Name of Bidder (Proposer) JCM Control Systems Inc.  
Address 1812 Ridgeway Ave. Lutherville MD 21093

Contracting Agency:  
Contract (Project) Number and Title: (See at top of this page.)  
Bid Due Date: (See at top of this page.)

Goals on this contract: ..... MBE: 27% ...and... WBE: 0 %

African American ..... N/A % Asian American ..... N/A %

Hispanic American ..... N/A % Native American ..... N/A %

I have achieved: ..... MBE: \_\_\_ % ...and... WBE: \_\_\_ %

African American ..... \_\_\_ % Asian American ..... \_\_\_ %

Hispanic American ..... \_\_\_ % Native American ..... \_\_\_ %

I am requesting a waiver of: ..... MBE: \_\_\_ % ...and... WBE: \_\_\_ %

African American ..... \_\_\_ % Asian American ..... \_\_\_ %

Hispanic American ..... \_\_\_ % Native American ..... \_\_\_ %

I have contacted MWBOO for assistance. \_\_\_ Yes \_\_\_ No (Check One)

Number of MBE firms contacted: \_\_\_\_\_ (Attach a list of names.)

Number of WBE firms contacted: \_\_\_\_\_ (Attach a list of names.)

Explain why waiver is being requested:

Attach documentation of your good faith efforts to secure, contact and negotiate with MBEs and WBEs, including:

- (1) The reasons your company is unable to secure sufficient MBE/WBE participation to meet the stated goals.
- (2) The efforts made by your company to select portions of the contract to be performed by MBEs and WBEs
- (3) For each MBE or WBE that placed a bid that you consider to be unacceptable, a statement that explains the basis for that conclusion.

*Joshua C. Matthews*  
Signature of Authorized Company Representative

11-26-13  
Date

**THIS FORM MUST BE INCLUDED WITH REQUEST FOR FINAL PAYMENT.**

Prime Contractor's Name: JCM Control Systems Inc.

Contract Number and Title: (See at top of this page.)

Total Contract Dollar Amount: \$1,582,000.00

**Provide the following information for EACH and EVERY subcontractor, both MBE/WBE and NON-MBE/WBE used on this contract. (Duplicate form if necessary.)**

Name of Subcontractor Bey Refrigeration	Goods or services provided on subcontract shall provide all labor, materials, supplies and equipment to repair or install refrigeration and air conditioning equipment and related control systems.
Race/ethnicity AND sex of subcontractor's owner African American Male	Dollar amount of subcontract \$427,140.00
Dollar amount paid to date N/A	If amount paid to date is less than subcontract dollar amount, explain why. N/A

Name of Subcontractor Ashby Plumbing and Heating	Goods or services provided on subcontract Shall provide all labor, materials, supplies and equipment to repair or install refrigeration and air conditioning equipment and related control systems.
Race/ethnicity AND sex of subcontractor's owner African American Male	Dollar amount of subcontract N/A
Dollar amount paid to date N/A	If amount paid to date is less than subcontract dollar amount, explain why. N/A

Name of Subcontractor	Goods or services provided on subcontract
Race/ethnicity AND sex of subcontractor's owner	Dollar amount of subcontract
Dollar amount paid to date	If amount paid to date is less than subcontract dollar amount, explain why.

*Joshua C. Matthews*  
 Prime Contractor's signature

November 25, 2013  
 Date

## Bid Documents

Mark as "Original" or "Duplicate" here.

Bid Documents

NOTE: For your bid to be responsive you must submit all of the documents contained in this section.

Bid/Proposal Information and Affidavit Signature Page

Bid submitted by (name of firm) JCM Control Systems Inc.

Address 1812 Ridgeway Ave.

City Lutherville State MD Zip Code 21093

Name of Authorized Representative Joshua C. Matthews

Title of Authorized Representative President

Name of Contact Person [IF DIFFERENT FROM ABOVE]

Title of Contact Person

E-Mail Jcmatthews@jcmcontrols.net Phone: 410-977-0117

Federal Social Security Identification Number 52-1305583

If awarded a contract, the Bidder/Offeror will provide supplies, equipment, and/or services to the City of Baltimore in accordance with the General Conditions, Specifications, and other documents of this solicitation in the Bid/Proposal submitted in response to this solicitation.

I, [PRINT OR TYPE NAME] Joshua C. Matthews, the undersigned, [PRINT OR TYPE TITLE] President of the above named Bidder/Offeror do solemnly declare and affirm under the penalties or perjury this 25 day of [MONTH] November, [YEAR] 2013 that I hold the aforementioned Office in the above Bidder/Offeror and that the below affidavits and attachments hereto are true and correct to the best of my knowledge, information and belief.

AFFIDAVIT I

This is to certify that the Bidder/Offeror or any person in his behalf, has not agreed, connived or colluded to produce a deceptive show of competition in the matter of the bidding or award of the referenced contract.

AFFIDAVIT VII

This is to certify that the Bidder/Offeror and/or any person in their behalf has not been convicted or found civilly liable under any provisions, including Probation Before Judgment, as described in Article 5 §40-7 of the Baltimore City Code (2000) pertaining to the effect and enforcement of contractor debarment.

AFFIDAVIT VIII

This is to certify that the Bidder/Offeror or a person on his behalf has examined and understands the specifications, including the General Conditions and the Bid Documents; has had an adequate opportunity to ask questions; has visited the City's facility or has otherwise familiarized himself with the local conditions under which the work is to be performed; and that his bid or proposal is based upon the specifications and requirements as described in the solicitation documents.

AFFIDAVIT IX

This is to certify that the Bidder/Offeror and/or any person in their behalf is only person, firm or corporation, that has any interest in this proposal or in the contract or contracts proposed to be awarded; and that this proposal is made without any connection or collusion with any person, firm or corporation making a proposal for the same work. This does not preclude negotiating with M/WBE vendors as to their participation in this contract.

AFFIDAVIT X

This is to certify that the Bidder/Offeror and/or any person in their behalf acknowledges that all documents, information and data submitted in its Bid/Proposal shall be treated as public information unless otherwise indicated.

Joshua Matthews (Affix Corporate Seal Here)  
Signature of Authorized Representative (Sign in blue ink only.) 11/25/13  
Date

President  
Title

Sylvia Matthews  
Witness Name (Typed or Printed)

Sylvia Matthews 11/25/13  
Witness Signature (Sign in blue ink only.) Date

B50003241- Maintenance & Repair Services for H.V.A.C.R. (Heating, Ventilation, Air Conditioning and Refrigeration) Systems Due: 11/27/2013

((5)) \_\_\_\_\_ - Provide a complete list of any/all sub-contractors proposed or anticipated to be used in the performance of this contract.

((6)) \_\_\_\_\_ - Identify any past or current situations that will or may be considered a Conflict of Interest as regards this solicitation/contract.

(2) Client History -references

Each Bidder is to provide a minimum of three verifiable references in which the bidder has provided this or a similar service. If you have any state or local government customers, list them also. If any of your references are not available or do not supply a positive response, your bid will be deemed non-responsive; therefore it is suggested you list more than 3 references.

Company Name: Bey Refrigeration & Heating

Address: 4131 Haywood Ave. Baltimore MD 21225

Contact Person: Sunni Bey

Telephone: 443-463-7167 Email address: \_\_\_\_\_

Date Service Began: \_\_\_\_\_

Company Name: Kogok Corporation

Address: 4011 Penn Belt Place Forestville MD 20747

Contact Person: Dave Rodgers

Telephone: 301-736-5300 Email address: brebechi@kogok.com

Date Service Began: \_\_\_\_\_

Company Name: Siemens

Address: 2520 Lord Baltimore Drive Baltimore MD 21244

Contact Person: Scott Kinder

Telephone: 301-837-2588 Email address: Scott.kinder@siemens.com

Date Service Began: \_\_\_\_\_

Company Name: Quality Heating & Air Conditioning

Address: 31 Brookside Drive Wilmington DE 19804

Contact Person: Sis Kane

Telephone: 302-654-5247 Email address: siskane@qhainc.com

B50003241–Maintenance &Repair Services for H.V.A.C.R.( Heating, Ventilation, Air Conditioning and Refrigeration) Systems Due: 11/27/2013

Date Service Began: \_\_\_\_\_

Company Name: Ashby Plumbing and Heating

Address: 4320 Old York Rd. Baltimroe MD 21212

Contact Person: Winston Duncan

Telephone: 410-532-2674 Email address: Ashbys4320@aol.com

Date Service Began: \_\_\_\_\_

Company Name:

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email address: \_\_\_\_\_

Date Service Began: \_\_\_\_\_

(3) \_\_\_\_\_ - additional information – Attach any additional information the offeror wishes to provide to the City.

(4) \_\_\_\_\_ - deviations, exceptions, modifications and/or alterations – Attach a list of any/all City approved and/or offeror generated deviations, exceptions, modifications and/or alterations. Do not make it a ‘condition’ that the City must accept any deviations, exceptions, modifications and/or alterations not previously approved by the City before the offeror will accept an award. Offers which contain deviations, exceptions, modifications, alterations, information, statements, conditions or qualifications which are declared in any manner or form as being a ‘condition’ imposed on the City for purposes of making and accepting award shall be rejected without further consideration.

(5) \_\_\_\_\_ - addenda - Attach signed copies of all addenda issued in connection with this solicitation (if any). Be sure to re-check CitiBuy prior to completion and submission of your offer response for any last minute addenda or other attachments.

D. Do not alter or ignore any solicitation document or instruction. Incomplete offers may be rejected at the City’s discretion. Be sure that all documents are signed and witnessed where required. Failure to provide all of the above required documents and information, even if the information is considered proprietary or confidential, shall be cause for rejection of the offer at the City’s discretion. In the event of a discrepancy between a unit price(s), and the extended total prices, the unit prices shall prevail, and the extended total prices will be adjusted accordingly. In the event of a dispute between the Original written offer document and any Duplicate document, or any electronic media, the Original written document shall prevail.

B50003241– Maintenance & Repair Services for H.V.A.C.R. (Heating, Ventilation, Air Conditioning and Refrigeration) Systems  
Due: 11/27/2013

E. Following award, the awardee shall execute other contract closing documents such as an 'Agreement', 'Performance Bond', 'Payment Bond', 'Certificate of Insurance', etc., as required, and in accordance with Section GC2.C.

By signature below, we acknowledge and affirm that we have received, read and understand all of the terms, conditions and specifications contained in this solicitation, including all CitiBuy Attachments and Addenda thereto, that we have been afforded an opportunity to ask questions and request clarification, and that we have provided, completed, assembled and submitted all of the required forms and information specified herein, and that no original solicitation document or language has changed or modified unless clearly noted in the above Section entitled "Deviations, Exceptions, Modifications and/or Alterations".



*Jashua C. Matthews*  
Signature of Authorized Representative (Sign in blue ink only.)

November 25, 2013  
Date

President  
Title

**Affidavit of Agreement**  
**Article 5, Subtitle 26 of the Baltimore City Code**  
**(Hours and Wages - Service Contracts)**

To: Wage Commission  
4 South Frederick Street  
Baltimore, Maryland 21202

Bid/Proposal submitted by (name of firm) JCM Control Systems Inc.

Address 1812 Ridgeway Avenue

City Lutherville State Md. Zip Code 21093

Name of Authorized Representative Joshua C. Matthews

The undersigned, being an authorized representative of the above stated contractor, hereby affirms our commitment to comply with Article 5, Subtitle 26 of the Baltimore City Code, 2000 Edition, and to file all required payroll reports with regard to the above stated contract.

The bidder/proposer/contractor agrees to pay its employees at least the minimum wage rate in effect at the time service is provided, and to ensure that its sub-contractors also pay the required minimum wage rate. The minimum wage rate in effect at the time of bid shall remain in effect throughout the life of the contract, including extensions thereof. If increases are approved by the Board of Estimates in accordance with the terms of Article 5, Subtitle 26 of the Baltimore City Code, 2000 Edition, they shall apply to this contract.

(Affix Corporate Seal Here)

Joshua C. Matthews 11/25/13  
Signature of Authorized Representative (Sign in blue ink only.) Date

President / JCM Control Systems Inc.  
Title

Sylvia Matthews  
Witness Name (Typed or Printed)

[Signature] 11/25/13  
Witness Signature (Sign in blue ink only.) Date

**CERTIFICATE OF INSURANCE COVERAGE**

Offer submitted by (name of firm): JCM Control Systems Inc.

Name of Surety Company HMS Insurance Associates, Inc.

Name of Surety Agent Meghan E. Svoboda

Surety Agent's Phone 443-632-3323

The below signed hereby certifies the following information to be true and correct.

Type of Coverage/ Minimum Required Limits	Policy or Binder #	Actual Limits	Expiration Date
Commercial General Liability/ \$1,000,000 Occurrence; \$3,000,000 Aggregate	Each occurrence \$1,000,000.00	No less then \$5 million	01/01/2014
Business Automobile Liability/ \$1,000,000 Occurrence	Per Person: \$1mil Per Occurrence: \$1mil	No less then \$2 million	01/01/2014
Workman's Compensation/ Minimum Statutory Requirement	Injury by Accident: \$1mil Injury by Disease: \$1mil	No less then \$2 million	01/01/2014
Crime Coverage - \$100,000	\$100,000.00		01/01/2014

Check the appropriate box(es) below.

- Limits on above policy will be increased
- Above policy now in effect
- Policy will be obtained before contract signed

The following additional clauses shall be considered a part of the above policy(s), the same as if specifically written therein, as pertains to the above stated contract.

1. The Mayor and City Council of Baltimore are hereby named as Additional Insured.
2. The policy(s) shall not be reduced or cancelled without at least forty-five (45) days prior written notice to the City.
3. The insurance company is prohibited from pleading government function in the absence of any specific written authority by the City.
4. The policy(s) will be automatically included and cover all phases of work, equipment, persons, *et cetera* which are normally covered while performing work under the above contract, whether specifically written therein or not.

The City is hereby granted authority to contact the agency directly to confirm information or obtain copies of certificates of insurance. The City bears no responsibility for premiums or other cost of insurance. If policy(s) is not currently in effect, it will be written immediately upon notice of award, and a copy of binder or certificate will be sent directly to the City. A properly executed copy of this document shall be legally binding as a Carrier Certificate of Insurance Form.

*Joshua C. Matthews*  
Authorized Agent's Signature

November 25, 2013  
Date

**Baltimore City's Youth Works Program**

The City has established the Baltimore City Youth Works program to prepare dependable Baltimore City high school and college students for productive employment that meets the workforce needs of local businesses.

The City wishes to encourage all local Contractors, service providers, consultants, vendors, etc. doing business with the City to employ skilled and qualified Baltimore City youth between the ages of 14-21 during the summer of 2010 and subsequent contract years.

Therefore, offerors shall provide the information below in order that they may be contacted by the Mayor's Office of Employment Development regarding joining with the City in reaching its goal of employing Baltimore City's Youth Works referrals, or otherwise assisting the Baltimore City's Youth Works program.

To: Mayor's Office of Employment Development (MOED)

From: Joshua C. Matthews / JCM Control Systems Inc.  
(Legal name of Offeror)

Pursuant to Executive Order, the aforesaid Offeror hereby presents MOED with the following information to assist its outreach efforts for the Baltimore City Youth Works program.

Contact Person: Joshua C. Matthews

Address: 1812 Ridgeway Ave.

Lutherville Maryland 21093

Telephone Number: 410-453-6790

Facsimile Number: 410-453-6793

E-mail Address: Jcmatthews@jcmcontrols.net

Authorized Agent's Signature Joshua C. Matthews November 25, 2013  
Date

*(Each offeror shall fill in this form and include it in the original offer package.)*

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of the technical proposals for B50003154, Interactive Voice Recognition System from the following vendors who achieved the minimum technical score, and open their packages containing their price proposal and MBE/WBE submittals:

MS Technologies Corporation  
Ativa Soft, LLC  
Verizon Business Network Services, Inc.  
Microlog Corporation  
Selectron Technologies, Inc.  
Symago, LLC

The Board is also requested to return the price proposals from the other six vendors whose proposals did not meet the minimum technical score: Acclaim Systems, Inc., Vocantas, Inc., MS Marketing, LLC d/b/a CUORE, Computer Data Services, LLC, Etollfree, LLC, and Interpersonal Frequency, LLC.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On October 09, 2013, the Board opened the technical proposals for B50003154. Twelve technical proposals were received and scored by an evaluation committee. Six proposals achieved the minimum technical score.

UPON MOTION duly made and seconded, the Board approved acceptance of the technical proposals for B50003154, Interactive Voice Recognition System from MS Technologies Corporation, Ativa

## MINUTES

Bureau of Purchases - cont'd

Soft, LLC, Verizon Business Network Services, Inc., Microlog Corporation, Selectron Technologies, Inc., and Symago, LLC. In addition, the Board opened the packages of the foregoing vendors who achieved the minimum technical score. The packages contained their price proposal and MBE/WBE submittals. The Board further returned the price proposals from the following vendors whose proposals did not meet the minimum technical score: Acclaim Systems, Inc., Vocantas, Inc., MS Marketing, LLC d/b/a CUORE, Computer Data Services, LLC, Etollfree, LLC, and Interpersonal Frequency, LLC.

MINUTES

TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

38 - 40

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 Board further **DEFERRED** item no. 1 until January 22, 2014.

## 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>		
1. <b>\$250,000.00</b>	9910-901969-9587	9910-912135-9588
29 <sup>th</sup> Community Development Bonds	Westport - Reserve	Planned Demo Special Projects
This transfer will move appropriations to the Citywide Demolition account for current and immediate needs.		
<b>A PROTEST WAS RECEIVED FROM WESTPORT IMPROVEMENT ASSOCIATION AND PROJECT T.O.O.U.R., INC.</b>		
2. <b>\$593,855.19</b>	9910-907994-9587	9910-906011-9588
Other Fund	Special Capital Project - Reserve	Employee Homebuying Assistance
This transfer will provide funds for the Department's Homeownership Incentive Program for Fiscal Year 2014.		
3. <b>\$102,926.41</b>	9910-995001-9587	9910-905290-9588
Other Fund Revenue	Unallocated Reserve HDC - Reserve	Live Near Your Work
This transfer will move appropriations to the Live Near Your Work Program to continue to attract new homebuyers to the City of Baltimore.		

# Westport Improvement Association



2631 Waterview Avenue  
Baltimore, Maryland 21230  
410-783-7541

January 6, 2014

Honorable President Jack Young  
Members of the Baltimore City Board of Estimates  
Clerk of the Baltimore City Board of Estimates  
100 W. Holliday Street  
Baltimore, Maryland 21202

Dear members of the Baltimore City Board of Estimates:

We are writing to you today as the President of the Westport Improvement Association and Project T.O.O.U.R., the umbrella organization for the neighborhoods of Lakeland, Mt. Winans and Westport in protest to the transfer of funds of \$250,000.00 (9910-901969-9587 to 9910-907155-9588) 29th Community Westport – Reserve Planned Demo Development Special Projects Bonds. This transfer will move appropriations to the Citywide Demolition account for current and immediate needs. (Page 34 Item 1)

This is the third time that we have requested that these funds remain in Westport. We have talked to President Jack Young and Council Vice President Edward Reisinger who were both surprised and upset that funds are being removed. To turn around right after the item was removed from the Agenda for the December 17<sup>th</sup> Board of Estimates and see it on first agenda for 2014 is disgraceful and disrespectful to the residents of Westport. Council President Jack Young said last month "I want to know why the money can't be used in the Westport community". Council Reisinger wants to know the same thing. Residents of Westport want to know why there is so much persistence to move this money and nothing is being done to help the neighborhood. Those who want to move the money have not had the decency to have a conversation with us knowing that our needs are great. If the funding was good enough to support the developer in Westport, it is good enough to be put to use to address the needs of a fragile neighborhood.

We ask you for the third time to leave these funds in Westport and allow our Councilman and community associations, organizations and residents to work together to make needed improvements where they are needed.

.Sincerely

*Ruth Sherrill*

Ruth Sherrill, President

Contact:

Ruth Sherrill – 410-783-7541

Linda Towe – 410-336-9118 – project\_tour@yahoo.com

**MINUTES****TRANSFERS OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Bureau of Water and Wastewater</u>		
4. <b>\$250,000.00</b>	9960-941003-9558	9960-935004-9557-
Water Revenue	Constr. Res.	900020-3
Bonds	Water Admin.	Engineering
	Building	

The funds are required to cover the costs of Project 1125, Task No. 1, Study of Water Administration Building at 409 Tyson Street.

Department of Planning

5. <b>\$ 30,500.00</b>	9905-901010-9186	9905-915010-9188
30 <sup>th</sup> Community	CHAP Historic	CHAP Historic
Dev. Loan	Public Monument -	Public Monument -
	Reserves	Active

This transfer will provide funds to cover the deficit in the CHAP Historic Public Monument Restoration account.

6. <b>\$ 50,000.00</b>	9905-901009-9186	9905-903009-9188
30 <sup>th</sup> Community	Planning Dept.	Planning Dept.
Dev. Loans	Initiatives -	Initiatives -
	Reserves	Active

This transfer will provide funds to cover the deficit in the Department of Planning's account and for consultant contract work.

## MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Recreation and Parks</u>		
7. \$ 30,000.00	9938-918031-9475	9938-919031-9474
General Fund	Druid Hill Park	Druid Hill Park
HUR Eligible	Head Trail	Head Trail
	Parking - Reserve	Parking - Active

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1165, Task No. 3 to Mahan Rykiel Associates, Inc.

8. \$ 10,000.00	9938-916021-9475	9938-914021-9474
Rec. & Parks	Patterson Park	Patterson Park
27 <sup>th</sup> Series	Audubon Center -	Audubon Center -
	Reserve	Active

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

**MINUTES**Department of General Services - Minor Privilege Permit Application

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

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1. 1125 Light St.	Light Street, LLC	Bracket sign 4' x 1'9"
Annual Charge: \$ 52.70		
2. 5510½ Harford Rd.	Angelina Stamatacos	Single face electric sign 9'11" x 2' 5½"
Annual Charge: \$ 52.70		
3. 400 E. Pratt St.	PDL Pratt Associates, LLC	Two set of steps 10' x 6'9" each, one handicap ramp 32' x 4'1"
Annual Charge: \$210.90		
4. 2241 Kirk Ave.	WZ, LLC	One set of steps 15' x 5'
Flat Charge: \$ 35.20		
5. 22 E. Gittings Ave.	Matthew P. Guarneri	Balcony 13' x 5'
Annual Charge: \$140.60		

## MINUTES

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
<u>Department of General Services - cont'd</u>		
6. 515 W. Cold Spring Lane	Cold Spring, LLC	Outdoor seating 25' x 4'
Annual Charge: \$617.50		

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

There being no objection, the Board, UPON MOTION duly made and seconded, approved the minor privileges.

**MINUTES**

Mayor's Office of Information Technology - Payment of Back Salary

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the retroactive payment of back salary and leave for Ms. Jamia Bryant.

**AMOUNT OF MONEY AND SOURCE:**

\$23,545.43 - 1001-000000-1512-167300-601001

**BACKGROUND/EXPLANATION:**

A hearing was conducted by the Civil Service Commission's Hearing Officer in the matter of termination from the Mayor's Office of Information Technology. The Hearing Officer recommended that the termination be overturned and the employee restored to their most recently held position and awarded back pay. The Civil Service Commission concurs with the Hearing Officer's recommendation. A Motion for Reconsideration was not filed by the Law Department on behalf of the agency. Therefore, the decision of the Commission is final.

Ms. Bryant is due \$23,545.43 in retroactive regular pay, 8.75 vacation days, 7 sick days, and 1.75 personal days.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized the retroactive payment of back salary and leave for Ms. Jamia Bryant.

**MINUTES**

Mayor's Office of Information Technology - Employee Expense

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a reimbursement to Ms. Jacqueline Baker.

**AMOUNT OF MONEY AND SOURCE:**

\$50.00 - 1001-000000-1512-167300-602050

**BACKGROUND/EXPLANATION:**

Ms. Baker incurred expenses of \$50.00. The Mayor's Office of Information Technology has approved reimbursement to Ms. Baker. However, as the invoices are from April 2013, Board of Estimates approval is required before funds can be disbursed.

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.**

UPON MOTION duly made and seconded, the Board approved the reimbursement to Ms. Jacqueline Baker.

**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 Mr. Max H. Singer, developer, for the sale of the City-owned property located at 2609 Miles Avenue.

**AMOUNT OF MONEY AND SOURCE:**

\$4,500.00 - Purchase Price

**BACKGROUND/EXPLANATION:**

The project will consist of the vacant building to be completely rehabilitated for residential use as a single-family dwelling, for rental to a tenant at market rate.

The developer proposes to spend approximately \$60,000.00 for acquisition and associated rehabilitation costs to complete the project.

The property located at 2609 Miles Avenue was priced at \$4,500.00 pursuant to the waiver valuation process.

**MBE/WBE PARTICIPATION:**

The developer will purchase the property for a price that is less than \$50,000.00 and will receive no City 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 Mr. Max H. Singer, developer, for the sale of the City-owned property located at 2609 Miles Avenue.

**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 Kafra Investment, LLC, developer, for the sale of the City-owned property located at 1632 Appleton Street.

**AMOUNT OF MONEY AND SOURCE:**

\$5,000.00 - Purchase Price

**BACKGROUND/EXPLANATION:**

A good faith deposit of \$500.00 will be paid by the developer prior to settlement. The balance will be paid in full at settlement.

The property is a two-story porch front, vacant, and partially boarded dwelling located at 1632 Appleton Street in the Easterwood Community. The property requires extensive work. The developer plans to rehabilitate the property as a single-family rental property.

Once transferred and redeveloped, the property will be active on the tax rolls of Baltimore City, thereby preventing abandonment.

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

The property located at 1632 Appleton Street was priced pursuant to the appraisal policy of Baltimore City. The waiver valuation process was used in determining its value at \$9,000.00. Due to the fact that the property is vacant, partially boarded, and in poor condition, the property will be sold to Kafra Investment, LLC for \$5,000.00, which is below the price determined by the waiver valuation process.

**MINUTES**

DHCD - cont'd

The following factors are present: (1) stabilization of the community, (2) elimination of blight, (3) economic development; real property and other taxes, and (4) the opportunity to accelerate the rehabilitation of the property.

**MBE/WBE PARTICIPATION:**

The developer will purchase the property for a price that is less than \$50,000.00 and will receive no City 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 Kafra Investment, LLC, developer, for the sale of the City-owned property located at 1632 Appleton Street.

## MINUTES

Department of Housing and - Land Disposition Agreements  
Community Development

The Board is requested to approve the sale by auction and authorize execution of the land disposition agreement for the following properties:

<u>Purchasers</u>	<u>Property</u>	<u>Good Faith Deposit</u>	<u>Purchase Price</u>
1. Mr. Gino Colan	2929 Walbrook Avenue	\$2,000.00	\$1,000.00
2. Mr. Paul Pak Chuen Wu	3206 Elmley Avenue	\$2,000.00	\$1,000.00
	4507 Pimlico Road	\$2,000.00	\$1,000.00
3. Teshome Jiffers	4517 Pimlico Road	\$2,000.00	\$1,000.00

A good faith deposit amount was paid by the purchasers. The excess deposit amount will be used towards settlement costs.

The purchasers will use private funds to pay for the acquisition and rehabilitation of the properties.

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

The City has agreed to convey the above properties to the purchasers. As a condition of conveyance, the purchasers agreed to the terms and conditions of the land disposition agreement.

The City may dispose of the property/ies by virtue of the following legal authorities: Article 28, Subtitle 8 of the

**MINUTES**

DHCD - cont'd

Baltimore City Code, 2011 Edition (hereinafter, the City Code); Article II, Section 15 of the Baltimore City Charter, 2011 Edition; and Article 13 § 2-7(h) of the City Code.

**STATEMENT OF PURPOSE AND RATIONALE FOR SALE:**

The properties were sold through auction. Pursuant to the appraisal policy under "Exceptions to Requiring an Appraisal," no appraisal is required for the sale of properties under an approved Board of Estimates Policy which allows for an alternative method in determining value such as a Broker Price Opinion will not require an appraisal. Sale of City-owned property by auction was approved on November 3, 2010.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the land disposition agreement with Mr. Gino Colan for the property located at 2929 Walbrook Avenue; Mr. Paul Pak Chuen Wu for the properties located 3206 Elmley Avenue, 4507 Pimlico Road, and with Teshome Jiffers for the property located 4517 Pimlico Road.

**MINUTES**

Department of Housing and - Expenditure of Funds  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the expenditure of funds for the acquisition of four properties to the furtherance of the assemblage of the development site of the National Great Blacks in Wax Museum. The properties are owned by the Housing Authority of Baltimore City (HABC).

	<u>Owner/s</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
1.	HABC	1800 N. Bethel Street	F/S	\$15,000.00
2.	HABC	1803 N. Bethel Street	F/S	11,500.00
3.	HABC	1841 N. Bond Street	F/S	2,300.00
4.	HABC	1617 Eareckson Place	F/S	<u>19,000.00</u>
			<b>Total</b>	<b>\$47,800.00</b>

**AMOUNT OF MONEY AND SOURCE:**

\$47,800.00 - Funds will be available in Account No. 9910-904403-9588-900000-704040, Great Blacks in Wax Project

**BACKGROUND/EXPLANATION:**

These properties are subject to a Contract of Sale between the HABC and The Great Blacks in Wax Museum, Inc. The DHCD requests the approval of the Board of Estimates to use these funds designated for acquisition to facilitate the purchase of these properties in furtherance of the National Great Blacks In Wax Museum development project.

These properties will be redeveloped in accordance with the Oliver Neighborhood Development Program Urban Renewal Plan established by City Ordinance No. 1067 and approved May 17, 1971.

**APPROVED FOR FUNDS BY FINANCE**

## MINUTES

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized the expenditure of funds for the acquisition of the foregoing four properties to the furtherance of the assemblage of the development site of the National Great Blacks in Wax Museum.

**MINUTES**

Department of Housing and - Contract of Sale  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the contract of sale with the Housing Authority of Baltimore City (HABC) to purchase the below-listed property interests.

The Board is also requested approve the acquisition of the following properties SUBJECT to all municipal liens, interest, and penalties that may accrue except water bills. The properties are currently free of municipal liens, except metered water.

	<b><u>OWNER</u></b>	<b><u>PROPERTY ADDRESS</u></b>	<b><u>INT.</u></b>	<b><u>AMOUNT</u></b>
1.	HABC	2622 Pierpont St	FS	\$1.00
2.	HABC	2624 Pierpont St	FS	\$1.00
3.	HABC	2626 Pierpont St	FS	\$1.00
4.	HABC	2628 Pierpont St	FS	\$1.00
5.	HABC	2630 Pierpont St	FS	\$1.00
6.	HABC	2632 Pierpont St	FS	\$1.00
7.	HABC	2621 Puget St	FS	\$1.00
8.	HABC	2623 Puget St	FS	\$1.00
9.	HABC	2625 Puget St	FS	\$1.00
10.	HABC	2627 Puget St	FS	\$1.00
11.	HABC	2631 Puget St	FS	\$1.00
12.	HABC	2633 Puget St	FS	\$1.00
13.	HABC	2635 Puget St	FS	\$1.00
14.	HABC	2637 Puget St	FS	\$1.00
15.	HABC	2614 Hollins Ferry Rd	FS	\$1.00

## MINUTES

DHCD - cont'd

	<u>OWNER</u>	<u>PROPERTY ADDRESS</u>	<u>INT.</u>	<u>AMOUNT</u>
16.	HABC	2616 Hollins Ferry Rd	FS	\$1.00
17.	HABC	2618 Hollins Ferry Rd	FS	\$1.00
18.	HABC	2620 Hollins Ferry Rd	FS	\$1.00
19.	HABC	2622 Hollins Ferry Rd	FS	\$1.00
20.	HABC	2624 Hollins Ferry Rd	FS	\$1.00
21.	HABC	2601 Pierpont St	FS	\$1.00
22.	HABC	2603 Pierpont St	FS	\$1.00
23.	HABC	2605 Pierpont St	FS	\$1.00
24.	HABC	2607 Pierpont St	FS	\$1.00
25.	HABC	2609 Pierpont St	FS	\$1.00
26.	HABC	2611 Pierpont St	FS	\$1.00
27.	HABC	2613 Pierpont St	FS	\$1.00
28.	HABC	2615 Pierpont St	FS	\$1.00
29.	HABC	2314 Atlantic Ave	FS	\$1.00
30.	HABC	2316 Atlantic Ave	FS	\$1.00
31.	HABC	2318 Atlantic Ave	FS	\$1.00
32.	HABC	2320 Atlantic Ave	FS	\$1.00
33.	HABC	2322 Atlantic Ave	FS	\$1.00
34.	HABC	2418 S Paca St	FS	\$1.00
35.	HABC	2420 S Paca St	FS	\$1.00

## MINUTES

DHCD - cont'd

	<u>OWNER</u>	<u>PROPERTY ADDRESS</u>	<u>INT.</u>	<u>AMOUNT</u>
36.	HABC	2422 S Paca St	FS	\$1.00
37.	HABC	2424 S Paca St	FS	\$1.00
38.	HABC	2426 S Paca St	FS	\$1.00
39.	HABC	2428 S Paca St	FS	\$1.00
40.	HABC	2430 S Paca St	FS	\$1.00
41.	HABC	2432 S Paca St	FS	\$1.00
42.	HABC	2434 S Paca St	FS	\$1.00
43.	HABC	2436 S Paca St	FS	\$1.00
44.	HABC	2438 S Paca St	FS	\$1.00
45.	HABC	2440 S Paca St	FS	\$1.00
46.	HABC	2442 S Paca St	FS	\$1.00
47.	HABC	2444 S Paca St	FS	\$1.00
48.	HABC	2446 S Paca St	FS	\$1.00
49.	HABC	2448 S Paca St	FS	\$1.00
50.	HABC	2450 S Paca St	FS	\$1.00
51.	HABC	2452 S Paca St	FS	\$1.00
52.	HABC	2500 S Paca St	FS	\$1.00
53.	HABC	2502 S Paca St	FS	\$1.00
54.	HABC	2504 S Paca St	FS	\$1.00
55.	HABC	2506 S Paca St	FS	\$1.00

## MINUTES

DHCD - cont'd

	<u>OWNER</u>	<u>PROPERTY ADDRESS</u>	<u>INT.</u>	<u>AMOUNT</u>
56.	HABC	2508 S Paca St	FS	\$1.00
57.	HABC	2510 S Paca St	FS	\$1.00
58.	HABC	2512 S Paca St	FS	\$1.00
59.	HABC	2514 S Paca St	FS	\$1.00
60.	HABC	2516 S Paca St	FS	\$1.00
61.	HABC	2600 S Paca St	FS	\$1.00
62.	HABC	2602 S Paca St	FS	\$1.00
63.	HABC	2604 S Paca St	FS	\$1.00
64.	HABC	2606 S Paca St	FS	\$1.00
65.	HABC	2608 S Paca St	FS	\$1.00
66.	HABC	2610 S Paca St	FS	\$1.00
67.	HABC	2612 S Paca St	FS	\$1.00
68.	HABC	2614 S Paca St	FS	\$1.00
			Total	\$68.00

**AMOUNT OF MONEY AND SOURCE:**

\$68.00 - 9910-908044-9588-900000-704040, Mt. Winans Project

**BACKGROUND/EXPLANATION:**

The Mayor and City Council of Baltimore will purchase these properties for the purpose of demolishing the buildings and creating open community green space.

**MINUTES**

DHCD - cont'd

Pursuant to the provisions of Article 13, §2-7 of the Baltimore City Code and subject to the prior approval of the Board of Estimates, the Department of Housing and Community Development may acquire, for and on behalf of the Mayor and City Council of Baltimore, any single-family or multiple-family dwelling unit or other structure or lot within the City, for development and redevelopment. The Commissioner of Housing and Community Development has made the required determination with regard to these properties.

The acquisition is for the Mt. Winans Project. The HABC Board of Commissioners has approved the disposition of these vacant properties. The U.S. Department of Housing and Urban Development has approved the disposition in accordance with 24 CFR, Part 970.

An accounting of the liens on each property was submitted. The HABC is exempt from Real Estate Taxes. Therefore, no taxes are included. All of the liens are Miscellaneous Bills for cleaning, boarding, demolition, and/or stabilization. The properties are presently free of all municipal liens. All water bills will be paid by HABC.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the contract of sale with the Housing Authority of Baltimore City to purchase the foregoing property interests. The Board further approved the acquisition of the foregoing properties SUBJECT to all municipal liens, interest, and penalties that may accrue except water bills.

**MINUTES**

Department of Housing and - Lien Release  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the release of liens, plus all accrued interest and/or penalties on the vacant property located at 1600 N. Gilmore Street, for the transferee, The Baltimore Station, Inc.

**AMOUNT OF MONEY AND SOURCE:**

\$54,389.61, plus all accrued interest and/or penalties

**BACKGROUND/EXPLANATION:**

Pursuant to the Annotated Code of Maryland, Tax Property 14-806, the Board has the authority to release liens against real property under certain circumstances. In this case, the property in question complies with all requirements under the lien release law:

- the property is a vacant building,
- the liens exceed the assessed value of the property, and
- the transferee will redevelop the property and return it to productive use within a reasonable time and eliminate blighting conditions.

The transferee, Baltimore Station, Inc., a non-profit 501 (c)(3) and 590 (a)(1) organization that offers residential and therapeutic services to homeless men, mainly Veterans of the Armed Services, will assemble subject lot as part of a three lot parcel for the creation of a new community garden/green space, and eliminate blighting conditions. The release of liens on the property will make it financially feasible for redevelopment to move forward and prevent tax abandonment.

**MINUTES**

DHCD - cont'd

Prior to settlement, transferee will pay the flat tax and water charges of the property in the amount of \$5,656.00. This amount exceeds the assessed value of the property, which is \$1,000.00. The amount paid will be applied to satisfy the water bill, real estate taxes, flat tax first and other liens that have accrued prior to the date of this lien release.

Any additional property tax assessments, water charges, and liens that accrue from the date of this lien release will be the responsibility of the transferee to pay prior to settlement. Failure to record the deed and pay the agreed amount \$5,656.00, within 120 days from the date of approval by the Board, will void this release.

UPON MOTION duly made and seconded, the Board approved the release of liens, plus all accrued interest and/or penalties on the vacant property located at 1600 N. Gilmore Street, for the transferee, The Baltimore Station, Inc.

## MINUTES

Department of Housing and - CDBG Grant Agreements  
Community Development

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

1. **BALTIMORE READS, INC.** **\$ 46,800.00**

Account: 2089-208914-5930-423734-603051

Baltimore Reads, Inc. will provide adult literacy service and job readiness training at the Ripken Adult Learning Center. Services will include Adult Basic Education, Pre-GED and GED classroom instruction and individual tutoring. Non-readers and Pre-GED services will be provided free to low- and moderate-income City residents. The period of the agreement is July 1, 2013 through June 30, 2014.

2. **REBUILDING TOGETHER BALTIMORE, INC. (RTBI)** **\$ 96,845.87**

Account: 2089-208913-5930-431155-603051	\$ 30,345.87
2089-208914-5930-431155-603051	\$ 66,500.00

The RTBI will utilize CDBG funding for Rebuilding Day (April 26, 2014). The purpose of Rebuilding Day is to repair the housing of low- moderate-income owner-occupied households that were chosen through a competitive application process. The funding will also be used for a "Fix-IT Program" to provide urgent and critical repairs for low and moderate-income owners occupants that reside outside of the targeted neighborhood. The period of the agreement is September 13, 2012 through August 31, 2014.

**FOR FY 2014, THE MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$20,000.00, AS FOLLOWS:**

**MBE: \$5,400.00**

**WBE: \$2,000.00**

**MINUTES**

DHCD - cont'd

On June 26, 2013, the Board approved the Resolution authorizing the Commissioner of the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to file a Federal FY 2013 Annual Action Plan for the following formula programs:

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

Upon approval of the resolution, the DHCD's Contract Section began negotiating and processing the CDBG agreements as outlined in the Plan effective July 1, 2013 and beyond. Consequently, these agreements were delayed due to final negotiations and processing.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**MINUTES**

Department of Housing and - Grant Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a grant agreement with the Edmondson Village Collaborative (EVC). The period of the agreement is effective upon Board approval through June 30, 2014.

**AMOUNT OF MONEY AND SOURCE:**

\$50,000.00 - 1001-000000-5822-422199-603051

**BACKGROUND/EXPLANATION:**

The EVC was founded in May 2008 to help increase home values in the Edmondson Village community by implementing a Healthy Neighborhoods approach. Under Healthy Neighborhoods, community organizations utilize a combination of below market loans, matching grants, marketing, and community organizing to increase the appeal of their communities and ultimately housing values. Edmondson Village is one of 13 communities in the City that participates in the Healthy Neighborhoods Program.

Under the terms of this agreement, the funds will be used to support the Executive Director's position in the EVC and the efforts to implement a Healthy Neighborhoods Program. This is a program that works to build real estate values in stable communities.

**MINUTES**

DHCD - cont'd

**MBE/WBE PARTICIPATION:**

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

**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 grant agreement with the Edmondson Village Collaborative.

**MINUTES**

Department of Planning - Report on Previously  
Approved Transfers of Funds

At previous meetings, the Board of Estimates approved Transfers of Funds 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** 24 favorable reports on Transfers of Funds approved by the Board of Estimates at its meetings on December 11, 2013 and December 18, 2013.

The Board **NOTED** 24 favorable reports on Transfers of Funds approved by the Board of Estimates at its meetings on December 11, 2013 and December 18, 2013.

**MINUTES**

Department of Recreation - Management Services Agreement  
and Parks

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Management Services Agreement with the Waterfront Partnership of Baltimore, Inc. (Partnership). The period of the agreement is effective upon Board approval through December 31, 2017, with extension terms of one-year, at the Director's discretion.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On August 17, 2011, the City entered into a Waterfront Management District Baseline Services Memorandum of Understanding (Baseline MOU) with the Waterfront Management Authority (Authority) to allow the City certain baseline services and the Authority for the operation of City-owned properties in the Waterfront District which include the Park. The Partnership serves as the Administrator for the Authority under the Baseline MOU.

Pursuant to the Baseline MOU, the City and the Authority have studied the benefits of potential sharing of responsibility for the management of the Park, and the current agreement will specify the services to be provided by the Partnership, in exchange for certain priority rights in the use of the Park. The services to be provided include: daily cleaning of the Walter Sondheim Fountain, assigning a safety guide when needed, providing play equipment and supervision when appropriate, installing, supplying and emptying stations for bagging dog waste, maintaining turf, planting, removing dead or diseased trees, lighting trees in the holiday season, repairing and replacing tables, and sponsoring various seasonal programming. In return for the services provided, the Partnership will be designated as a non-exclusive official "City Co-Sponsor" as

**MINUTES**Recreation and Parks - cont'd

required in Park Rule No. 57, C-4, for any proposed activities at the Park for which a permit is required under the applicable ordinances, rules and regulations of the City, and will have initial review of all event applications and requirements necessary for the Partnership to be the required "City Co-Sponsor."

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Management Services Agreement with the Waterfront Partnership of Baltimore, Inc. The Mayor

**ABSTAINED.**

**MINUTES**

Department of Transportation - Traffic Mitigation Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a traffic mitigation agreement with Maryland Institute College of Art. The period of the agreement is effective upon Board approval.

**AMOUNT OF MONEY AND SOURCE:**

\$3,108.80 - 9950-906082-9512-000000-490375

**BACKGROUND/EXPLANATION:**

Baltimore City Ordinance 11-529, approved on November 22, 2011, determined that a Traffic Impact Study was required for the Development. The developer proposes to perform the Scope of Work for the Graduate Studio Center Phase II located at 1801 Falls Road constructing 33,813 square feet of academic institutional space. The developer agrees to make a one-time contribution in the amount of \$3,108.80 to fund the City's multimodal transportation improvements in the project's vicinity.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the traffic mitigation agreement with Maryland Institute College of Art.

**MINUTES**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 3, to Rummel, Klepper & Kahl, LLP/Johnson, Mirmiran & Thompson, Inc., under Project 1175, On-Call Bridge Design Services.

**AMOUNT OF MONEY AND SOURCE:**

\$111,409.89 - 9950-903761-9506-900020-703032

**BACKGROUND/EXPLANATION:**

This authorization provides for engineering design services in connection with joint repair work for bridges, BC 3114, I-83 over the JFX and Union Avenue and BC 3115, I-83, over JFX and Station 250 to Station 265. The scope of work includes, but is not limited to: reviewing the results of the concrete testing, design of the replacement of deck joint, and developing plan sheets for final review.

**MBE/WBE PARTICIPATION:**

The consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the goals of 27% MBE and 9% WBE goals established in the original agreement.

**MWBOO FOUND VENDOR IN COMPLIANCE.**

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

**MINUTES**

Department of Transportation - cont'd

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<b>\$111,409.89</b>	9950-905754-9507	9950-903761-9506-3
GF (HUR)	Constr. Reserve	Design & Study
	Annual Urgent Needs	I-83, Joint Repairs
	Bridge Repair	

This transfer will fund the costs associated with expenses related to Task No. 3, Project No. 1175, On-Call Bridge Design Services with Rummel, Klepper & Kahl, LLP/Johnson, Mirmiran & Thompson, Inc.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 3, to Rummel, Klepper & Kahl, LLP/Johnson, Mirmiran & Thompson, Inc., under Project 1175, On-Call Bridge Design Services. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 6, to URS Corporation, under Project 1123, Planning/Policy/Feasibility Studies.

**AMOUNT OF MONEY AND SOURCE:**

\$237,184.58 - 1001-000000-6971-701800-603026

**BACKGROUND/EXPLANATION:**

This authorization provides for additional independent monitoring services for Baltimore City's Automated Traffic Violation Enforcement Systems. The services will include but are not limited to specialized transportation engineering services, documents and preparing standard operating procedures and business rules.

**MBE/WBE PARTICIPATION:**

The consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the goals of 21% MBE and 9% WBE goals established in the original agreement.

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**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. 6, to URS Corporation, under Project 1123, Planning/Policy/Feasibility Studies.

**MINUTES**

Department of Human Resources - Personnel Matter  
Fire Department

The Board is requested to approve the following:

	<u>Hourly Rate</u>	<u>Amount</u>
1. <b>CARLTON L. WILLIAMS</b>	\$30.89	<b>\$37,070.00</b>

Account: 1001-000000-2101-619400-601009

Mr. Williams, retiree, will work as a Contract Services Specialist I. His duties will include but are not limited to biweekly payroll which includes eTime, assisting with payroll entry into eTime for historical edits and moves - omitted overtime and compensatory time, pay code edit changes for corrections from previous payrolls including Zero Impact hours, and assisting with schedule changes required due to promotion. The period of the agreement is effective upon Board approval for one year.

**THE PERSONNEL MATTER WAS APPROVED BY THE EXPENDITURE CONTROL COMMITTEE.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with Mr. Carlton L. Williams.

**MINUTES**

Fire Department - Governmental/Charitable  
Solicitation Application

**ACTION REQUESTED OF B/E:**

The Board is requested to endorse a governmental/charitable solicitation application for submission to the Board of Ethics of Baltimore City for donations from a wide audience of individuals and businesses to promote participation in the Baltimore City Fire Station Renovation Project (Project), a program that will raise funds and in-kind donations for the renovation of Baltimore City firehouses. The period of the solicitation will be effective upon Board approval through December 31, 2014.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

The Project is a collaboration between the Fire Department, the Department of General Services, and the private sector to improve conditions in Baltimore City firehouses. The fire stations are an important part of the fabric of Baltimore's communities. The average age of the fire stations is over 70 years old and the older half of these facilities average over 100 years old. The oldest active fire station within Baltimore is Engine 14, which is 125 years old. Baltimore's most recently constructed station, Squad 26, is ten years old. The infrastructure age and deferred maintenance issues in the firehouses are evident. Most plumbing, electrical, and HVAC systems, concrete apparatus bays, and aprons are original construction, as are many station roofs. The physical appearance of some stations is truly shocking as lead paint and asbestos tiles are pervasive issues.

## MINUTES

Fire Department - cont'd

The City's very limited capital funding has underwritten a few projects over the years. The stark reality is that there is exponentially more need than funding to effectively address the over \$30,000,000.00 in estimated deferred maintenance and facilities' modernization needs. The current available funding is insufficient to prevent future infrastructure decay. In an effort to begin addressing this overwhelming need in a meaningful way, the Project will raise funds and in-kind donations to renovate amongst other improvements, the station kitchens. The kitchens are integral areas that serve as the heart of each station, and are in a dire state of disrepair and need modernization.

In solicitation activities, controlled donors will not be targeted and will be solicited, if at all, in the same manner as other potential donors. There will be no suggestions that potential donors might receive special access or favored treatment from any City agency or official.

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

UPON MOTION duly made and seconded, the Board endorsed the foregoing governmental/charitable solicitation application for the renovation of Baltimore City firehouses.

## MINUTES

INFORMAL AWARDS, RENEWAL, INCREASES TO CONTRACTS AND EXTENSIONS

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

- |  |             |             |
|--|-------------|-------------|
| 1. T.E. BYERLY CO., INC.   | \$45,722.00 | Sole Source |
| Solicitation No. 08000 - BIF Hydraulic Valve Cylinder Parts -<br>Department of Public Works - Req. No. R650464 |             |             |

This requirement is for parts for installed equipment. The vendor is the sole representative of the manufacturer of OEM parts in our area. Therefore, sole source award is recommended.

- |   |             |          |
|---|-------------|----------|
| 2. EXCALIBUR COMPUTER SYSTEM, LLC   | \$16,000.00 | Increase |
| Solicitation No. 08000 - Maintenance for IVIC Database -<br>Department of Transportation - Req. No. P525500 |             |          |

On November 13, 2013, the City Purchasing Agent approved the initial award in the amount of \$16,000.00. The increase in the amount of \$16,000.00 will make the total award amount \$32,000.00. The contract expires on June 30, 2014.

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|--|-------------|-----------|
| 3. ATLANTIC MACHINERY, INC.  | \$30,000.00 | Agreement |
| Solicitation No. 08000 - Video Pipeline Inspection System -<br>Department of Public Works - Req. No. R647302 |             |           |

The Board is requested to approve and authorize execution of an agreement with Atlantic Machinery, Inc. The period of the agreement is January 8, 2014 through January 7, 2015, with three 1-year renewal options.

Atlantic Machinery, Inc. is the sole source of CUE replacement parts and repairs by Cues Corporate that is already in use at the Department of Public Works. They are the authorized dealership for the state of Maryland.

## MINUTES

INFORMAL AWARDS, RENEWAL, INCREASES TO CONTRACTS AND EXTENSIONS

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

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|--|-------------|-------------------------|
| 4. BLACKBAUD,<br>INC.  | \$ 9,169.57 | Renewal/<br>Sole Source |
| Solicitation No. 08000 - Software Support and Maintenance -<br>Mayor's Office of Employment Development - Req. No. R652371 |             |                         |

On July 11, 2011, the City Purchasing Agent approved the initial award in the amount of \$10,296.25. The award contained four 1-year renewal options. Two renewals have been approved. This is the third renewal in the amount of \$9,169.57 for the period February 1, 2014 through January 31, 2015, with one 1-year renewal option remaining.

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|---|----------------|-----------|
| 5. MARYLAND INDUSTRIAL<br>TRUCKS, INC.  | \$4,000,000.00 | Agreement |
| Solicitation No. 06000 - O.E.M. Parts and Service for Elgin<br>Sweepers and Vactor Sewer Vacuum Trucks - Department of General<br>Services, Fleet Management - Req. No. R631789 |                |           |

The Board is requested to approve and authorize execution of an agreement with Maryland Industrial Trucks, Inc. The period of the agreement is February 1, 2014 through January 31, 2017, with two 1-year renewal options.

An intent to waive competition was posted on CitiBuy (B50003101) and no responses were received. The vendor is the manufacturer's only authorized dealer in Maryland.

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

**MWBOO GRANTED A WAIVER.**

## MINUTES

INFORMAL AWARDS, RENEWAL, INCREASES TO CONTRACTS AND EXTENSIONS

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

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|---|--------------|---------|
| 6. WITMER PUBLIC SAFETY<br>GROUP, INC.  | \$ 65,000.00 | Renewal |
| Contract No. B50002695 - Survivor LED Flashlights - Fire<br>Department - P.O. No. P522389 |              |         |

On January 9, 2013, the Board approved the initial award in the amount of \$65,000.00. The award contained four 1-year renewal options. This renewal in the amount of \$65,000.00 is for the period January 9, 2014 through January 10, 2015, with three 1-year renewal options remaining.

**MWBOO GRANTED A WAIVER.**

- |   |              |         |
|---|--------------|---------|
| 7. THE GUN SHOP, INC.   | \$ 43,900.00 | Renewal |
| Contract No. B50002221 - Force on Force Marker Rounds - Police<br>Department - P.O. No. P519089 |              |         |

On January 11, 2012, the Board approved the initial award in the amount of \$43,900.00. The award contained three 1-year renewal options. On December 12, 2012, the Board approved the first renewal in the amount of \$43,900.00. This renewal in the amount of \$43,900.00 is for the period January 11, 2014 through January 10, 2015, with one 1-year renewal option remaining.

**MWBOO GRANTED A WAIVER.**

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|--|--------------|----------|
| 8. UNDERCAR SPECIALISTS, INC.<br>d/b/a MEINEKE CAR CARE  | \$ 75,000.00 | Increase |
| Contract No. B50001978 - Motor Vehicle Exhaust System Repairs -<br>Department of General Services - P.O. No. P517917 |              |          |

On July 27, 2011, the Board approved the initial award in the amount of \$75,000.00. The award contained two 1-year renewal options. Due to increased usage, an increase in the amount of \$75,000.00 is necessary. This increase in the amount of \$75,000.00 will make the award amount \$150,000.00. The contract expires on October 31, 2014, with two 1-year renewal options remaining.

## MINUTES

INFORMAL AWARDS, RENEWAL, INCREASES TO CONTRACTS AND EXTENSIONS

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

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|--|--------------|---------|
| 9. F & F AND A. JACOBS<br>& SONS, INC.   | \$650,000.00 | Renewal |
| Contract No. B50001694 - Uniforms for the Fire Department -<br>Fire Department - P.O. Nos. P515884 and P515885 |              |         |

On January 12, 2011, the Board approved the initial award in the amount of \$650,000.00. The award contained four 1-year renewal options. Two renewals have been approved. This third renewal in the amount of \$650,000.00 is for the period January 12, 2014 through January 11, 2015, with one 1-year renewal option remaining.

**MWBOO GRANTED A WAIVER.**

- |  |         |                             |
|--|---------|-----------------------------|
| 10. COURTCALL,<br>LLC  | \$ 0.00 | Ratification and<br>Renewal |
| Contract No. B50000692 - Courtroom Telephonic Appearance System<br>- Circuit Court for Baltimore City - P.O. No. P503372 |         |                             |

On November 19, 2008, the Board approved the initial award in the amount of \$0.00. The award contained one 1-year renewal option.

The system is currently installed and set up in the Courthouse East and the Mitchell Courthouse, and maintenance of the system as well as administration of the program will be provided by the vendor. The vendor will in turn bill each attorney that elects to use the program.

Due to an administrative error, there was a delay in the renewal. The ratification is for the period November 19, 2013 through January 7, 2014. This final renewal in the amount of \$0.00 is for the period January 8, 2014 through November 18, 2018.

**MWBOO GRANTED A WAIVER.**

## MINUTES

INFORMAL AWARDS, RENEWAL, INCREASES TO CONTRACTS AND EXTENSIONS

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

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|--|--------------|---------|
| 11. ALERE NORTH AMERICA,<br>LLC  | \$300,000.00 | Renewal |
| Contract No. 08000 - Clearview HIV Test Kits - Health<br>Department - P.O. No. P522539 |              |         |

On January 23, 2013, the Board approved the initial award in the amount of \$175,565.00. The award contained two 1-year renewal options. Subsequent increases have been approved. This renewal in the amount of \$300,000.00 is for the period January 16, 2014 through January 15, 2015, with two 1-year renewal options remaining.

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

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|---|--------------|---------|
| 12. PRO-FIX MEDICAL REPAIR<br>& SALES, LLC                                    | \$ 75,000.00 | Renewal |
| Contract No. 08000 - Stretcher Repair - Fire Department - P.O.<br>No. P522466 |              |         |

On January 23, 2013, the Board approved the initial award in the amount of \$75,000.00. The award contained three 1-year renewal options. This renewal in the amount of \$75,000.00 is for the period January 23, 2014, through January 22, 2015, with two 1-year renewal options remaining.

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

## MINUTES

INFORMAL AWARDS, RENEWAL, INCREASES TO CONTRACTS AND EXTENSIONS

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

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|--|---------------------|----------------|
| 13. <u>MUELLER SYSTEMS, LLC</u>  | <u>\$250,000.00</u> | <u>Renewal</u> |
| Contract No. 08000 - EDC IV Detector Check and FM3 Fireline Meters - Department of Public Works, Bureau of Water and Wastewater - P.O. No. P519420 |                     |                |

On February 15, 2012, the Board approved the initial award in the amount of \$85,000.00. The award contained one 2-year renewal option. This sole renewal in the amount of \$250,000.00 is for the period February 15, 2014 through February 14, 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.

- |   |                      |                |
|---|----------------------|----------------|
| 14. <u>ORASURE TECHNOLOGIES, INC.</u>   | <u>\$ 205,000.00</u> | <u>Renewal</u> |
| Contract No. 08000 - OraQuick Advance Kits - Health Department - P.O. No. P522548 |                      |                |

On January 24, 2013, the City Purchasing Agent approved the initial award in the amount of \$24,450.00. The award contained three 1-year renewal options. Three increases have been approved. This renewal in the amount of \$205,000.00 is for the period February 6, 2014 through February 5, 2015 and makes the total contract amount \$409,950.00. There are two 1-year renewal options remaining.

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

## MINUTES

INFORMAL AWARDS, RENEWAL, 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. <u>MOBILE SYSTEMS, INC.</u>   | <u>\$1,125,000.00</u> | <u>Renewal</u> |
| Contract No. 08000 - Pocket Cop Mobile Data System - Police Department - P.O. No. P509065 |                       |                |

On January 13, 2010, the Board approved the initial award in the amount of \$1,547,875.20. The award contained four 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$1,125,000.00 is for the period January 13, 2014 through January 12, 2015.

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

- |   |                     |                 |
|---|---------------------|-----------------|
| 16. <u>LANGUAGE LINE SERVICES, INC.</u>   | <u>\$ 20,000.00</u> | <u>Increase</u> |
| Maryland State Contract No. 050B2400001 - Statewide Language Interpretation Services - Health Department - P.O. No. P521528 |                     |                 |

On October 1, 2012, the City Purchasing Agent approved the initial award in the amount of \$20,000.00. The award contained four 1-year renewal options. The requested action is an increase to a competitively bid and awarded requirements Contract No. 050B2400001 by the Maryland Department of Budget and Management.

Due to increased usage, an increase in the amount of \$20,000.00 is necessary. This increase in the amount of \$20,000.00 will make the contract amount \$50,000.00. The contract will expire on September 30, 2014, with three 1-year renewal options remaining.

## MINUTES

INFORMAL AWARDS, RENEWAL, INCREASES TO CONTRACTS AND EXTENSIONS

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

17. FERGUSON ENTERPRISES, INC.	<b>First Call</b>	
HD WATERWORKS, LIMITED	<b>Second Call</b>	
PARTNERSHIP		
	\$150,000.00	Increase

Contract No. B50002447 - Poly Vinyl Chloride (PVC) Pipe & Fittings - DGS, DPW, etc. - P.O. No. P521295 & P521294

On August 22, 2012, the Board approved the initial award for the amount of \$120,000.00. The increase for the amount of \$150,000.00 is required due to an increase in usage.

**MWBOO GRANTED A WAIVER.**

18. KEY RISK MANAGEMENT		
SERVICES, LLC	\$875,000.00	Extension

Contract No. BP 08011 - Workers Compensation Claims Administration - Department of Finance - P.O. No. P521418

On September 26, 2007, the Board approved the initial award in the amount of \$10,158,800.00. On February 24, 2010, the City Purchasing Agent approved an increase in the amount of \$49,000.00. On August 18, 2010, the Board approved the first renewal in the amount of \$3,304,596.00. On August 24, 2011, the Board approved the final renewal in the amount of \$4,130,745.00. On September 12, 2012, the Board approved an extension in the amount of \$3,469,826.00. The requested extension amount will make the total contract amount \$21,987,967.00.

The Board is requested to approve an extension for the period of January 01, 2014 through March 31, 2014 to allow the required services to be continued while proposals for solicitation B50003192 are evaluated. On December 11, 2013, five proposals were received for B50003192. The amount performed by the vendor is \$19,317,028.00.

## 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>		
<b>MBE:</b> Security One Group, Inc.*	\$ 240,859.00	1.25%
SPRC, LLC	2,761,672.00	14.30%
Sutherland Data Products, LTD	458,268.00	2.37%
	<u>\$3,460,799.00</u>	<u>18.00%</u>
<b>WBE:</b> All Pro Placement*	\$ 1,220,191.00	6.32%
Expert Medical Opinions	5,362,124.00	27.76%
Mary Kraft & Assoc. Inc.	1,179,104.00	6.10%
	<u>\$7,761,419.00</u>	<u>40.18%</u>

**MWBOO FOUND VENDOR IN COMPLIANCE.**

\*These companies were certified at time of award.

19. THE FIRELINE CORPORATION  
 ADVANCED FIRE PROTECTION  
 SYSTEMS, LLC

\$0.00                      Renewal

Contract No. B50001673 - Inspection, Repair and Maintenance Services for Automatic Sprinkler Systems - DGS, DPW, DOT, Convention Center, etc. - P.O. Nos. P515815 & P515816

On December 15, 2012, the Board approved the initial award for the amount of \$886,100.00. The period of the renewal is December 15, 2013 through December 14, 2014.

**MBE/WBE PARTICIPATION:**

**MWBOO SET MBE GOALS AT 5% AND WBE GOALS AT 3%.**

## 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 - cont'd

THE FIRELINE CORPORATION

<b>MBE:</b> London Technologies, LLC	\$0.00
<b>WBE:</b> Monumental Supply Company, Inc.	\$0.00
Design Plus Sprinkler Systems, Inc.	

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

Renewal is recommended with the vendor being required to come into compliance within 60 days or automatically be found in default and terminated.

ADVANCED FIRE PROTECTION SYSTEMS, LLC

<b>MBE:</b> All Star Professional Services, LLC	\$0.00
<b>WBE:</b> BFPE International, Inc.	\$0.00

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

Renewal is recommended with the vendor being required to come into compliance within 60 days or automatically be found in default and terminated.

20. LAWMEN SUPPLY COMPANY, INC.	\$ 15,000.00	Item 16
HOWARD UNIFORM COMPANY	180,000.00	Items 2-4, 10 & 15
F&F AND A. JACOBS & SONS, INC.	<u>475,000.00</u>	Items 1, 5, 6, 8, 9, 11-14, & 16
	<b>\$670,000.00</b>	Low Bid

Contract No. B50003266 - Police Uniforms - Police Department  
- Req. No. R644169

**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

## 21. ASSOCIATED BUILDING

MAINTENANCE CO., INC.	\$141,013.00	Increase
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Contract No. B50001548 - Provide Janitorial Services for Area C - Department of General Services - P.O. No. P515613

On November 24, 2010, the Board approved the initial award in the amount of \$408,924.00. On November 02, 2011, the Board approved an extension for the amount of \$34,077.00. On November 23, 2011, the Board approved the first renewal in the amount of \$783,771.00. On January 07, 2013, the City Purchasing Agent approved an increase in the amount of \$27,510.00. On March 20, 2013, the Board approved an increase in the amount of \$40,560.00. On September 18, 2013, the Board approved an increase in the amount of \$10,701.16. On November 13, 2013, the Board approved the second and final renewal in the amount of \$783,771.00. However, two locations were inadvertently omitted. The Board is requested to approve an increase in the amount of \$141,013.00 to provide funding for those two locations.

<b>MBE:</b> CJ Maintenance, Inc.	\$49,356.91	16.64%
<b>WBE:</b> My Cleaning Service, Inc.	\$22,226.20	8.17%

**MWBOO FOUND VENDOR IN COMPLIANCE.**



## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

UPON MOTION duly made and seconded, the Board approved the informal awards, renewals, and the increases to contracts and extensions. The Board further approved and authorized execution of the agreement with Atlantic Machinery, Inc., the agreement with Maryland Industrial Trucks, Inc., and the agreement with Pitney Bowes, Inc. The Board also **DEFERRED** item no. 15 for 1 week. The Mayor **ABSTAINED** on item no. 19.

**MINUTES**

Baltimore Development Corporation (BDC) - Local Government  
Resolution

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Local Government Resolution in support of the application of Jubilee Baltimore, Inc. (Jubilee) to the State of Maryland's Department of Housing and Community Development for the Neighborhood Business Works Program (NBWP). A local government resolution of support is required by the State for all applications to this program for funding.

**AMOUNT OF MONEY AND SOURCE:**

\$500,000.00  
(NBWP)

No City funds are required.

**BACKGROUND/EXPLANATION:**

Jubilee, located at 1228 North Calvert Street, is a not-for-profit entity whose mission is to revitalize communities throughout Baltimore City. Its funding is derived from a number of sources, including the State of Maryland and private philanthropic organizations.

Jubilee proposes to redevelop a 65,000 square foot, vacant building it owns, located at 10 East North Avenue, into The Center for Neighborhoods and other programmed office and restaurant space.

The Center for Neighborhoods is a collaborative effort between similar organizations, including the Neighborhood Housing Services of Baltimore, the Neighborhood Design Center, Live Baltimore Marketing Center, Central Baltimore Partnership, and Jubilee.

**MINUTES**

BDC - cont'd

The Center for Neighborhoods will utilize nearly 12,000 square feet of the 65,000 square foot building. Other programmed space includes a joint film program between the Maryland Institute College of Art and Johns Hopkins University, a restaurant and performance venue, architectural offices, and artisan workspace.

The total cost of the project is \$16,900,000.00. The Center for Neighborhoods' office project cost is \$2,600,000.00, of which Jubilee is requesting a \$500,000.00 grant from the Neighborhood Business Works Program.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved and adopted the Local Government Resolution in support of the application of Jubilee Baltimore, Inc. to the State of Maryland's Department of Housing and Community Development for the Neighborhood Business Works Program.

**MINUTES**

Baltimore Development - Local Government Resolution Corporation (BDC)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Local Government Resolution in support of the Historic East Baltimore Community Action Coalition (HEBCAC), Inc.'s application to the State of Maryland's Department of Housing and Community Development's Neighborhood BusinessWorks Program. A local resolution of support is required for organizations to participate in the program.

**AMOUNT OF MONEY AND SOURCE:**

\$500,000.00

No City funds are requested.

**BACKGROUND/EXPLANATION:**

With the assistance of the Neighborhood BusinessWorks Grant Program, the property located at 1801 East Oliver Street will be redeveloped into the Baltimore Food Enterprise Center. The project will enable the establishment of office and training space for food entrepreneurs and start-up businesses, in addition to a commercial kitchen incubator for entrepreneurs in the culinary and hospitality industries.

The Baltimore Food Enterprise Center is a key component of a larger plan to develop 1801 East Oliver Street into the Baltimore Food Hub campus. The Baltimore Food Hub will house a synergistic group of food-related businesses, services, and programs focused on rebuilding Baltimore's local food economy. The proposed project consists of a partnership between HEBCAC, EBDI, TRF, and Cross Street Partners.

**MINUTES**

BDC - cont'd

The total project cost is estimated at \$2,946,826.00 and the requested grant amount from the State's Neighborhood BusinessWorks program is \$500,000.00.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved and adopted the Local Government Resolution in support of the Historic East Baltimore Community Action Coalition, Inc.'s application to the State of Maryland's Department of Housing and Community Development's Neighborhood BusinessWorks Program.

**MINUTES**

Baltimore Development - Office Lease Agreement  
Corporation (BDC)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Office Lease Agreement with Fran-Coa Real Estate & Mgmt., LLC, tenant, for Suite 212 at The Business Center @ Park Circle, consisting of approximately 447 square feet of office space. The building is located at 2901 Druid Park Drive. The period of the lease is January 1, 2014 through December 31, 2014 with one (1) additional one-year renewal term remaining.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Rent</u>
\$7,542.12	\$628.51

**BACKGROUND/EXPLANATION:**

Fran-Coa Real Estate & Management, LLC is a Real Estate Broker and Real Estate Management Company and has been a tenant in the building since 2007. Services provided include listing, selling, consulting, leasing, and managing properties.

The lease will commence immediately upon approval of the lease. After year one, or during the renewal term, the base rent will escalate at a rate of 4% annually in order to allow for any increases in building expenses.

The space is leased on an "As Is" basis and does not require the landlord to make any modifications or build-out of the premises. All other landlord services such as utilities, limited janitorial services, maintenance, and repairs to the premises are included in the initial base rent.

## MINUTES

BDC - cont'd

The tenant is obligated to maintain and keep in force general public liability, contractual liability and property damage insurance protection for the premises and name the City as additionally insured under said insurance policies.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Local Government Resolution in support of the Historic East Baltimore Community Action Coalition, Inc.'s application to the State of Maryland's Department of Housing and Community Development's Neighborhood BusinessWorks Program.

**MINUTES**

Baltimore Development - Office Lease Agreement  
Corporation (BDC)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Office Lease Agreement with K & K Adams, Inc., tenant, for Suite 201 at The Business Center @ Park Circle, consisting of approximately 892 square feet of office space. The building is located at 2901 Druid Park Drive. The period of the agreement is January 1, 2014 through December 31, 2015 with one (1) additional two-year renewal term remaining.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Rent</u>
\$9,812.04	\$817.67

**BACKGROUND/EXPLANATION:**

K & K Adams, Inc., is a general contracting company that is a long term tenant in the building. The company is family-owned and employs approximately 15 employees with further growth anticipated. This new lease is for expansion purposes.

After year one, or during the renewal term, the base rent will escalate at a rate of 4% annually in order to allow for any increases in building expenses.

The space is leased on an "As Is" basis and does not require the landlord to make any modifications or build-out of the premises. All other landlord services such as utilities, limited janitorial services, maintenance and repairs to the premises are included in the initial base rent.

## MINUTES

BDC - cont'd

The tenant is obligated to maintain and keep in force general public liability, contractual liability and property damage insurance protection for the premises and name the City as additionally insured under said insurance policies.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Office Lease Agreement with K & K Adams, Inc., tenant, for Suite 201 at The Business Center @ Park Circle, consisting of approximately 892 square feet of office space.

**MINUTES**

Baltimore Development - Harbor Point Project: Development Corporation (BDC) Agreement, School Development Agreement, Memorandum of Understanding on Central Avenue/Harbor Point Connector Bridge, Declaration of Covenants and First Amendment to Land Exchange Agreement

**ACTION REQUESTED OF B/E:**

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

1. Development Agreement with Harbor Point Open Space Corporation, Harbor Point Development Holdings, LLC, and Beatty Development Group, LLC (regarding issuance of Tax Increment Finance Bonds),
2. School Development Agreement with Living Classrooms Foundation, Inc. (regarding issuance of Tax Increment Finance Bonds),
3. Memorandum of Understanding with the Baltimore Development Corporation and Harbor Point Open Space Corporation regarding construction of the Central Avenue/Harbor Point Connector Bridge,
4. Declaration of Covenants with Harbor Point Land, LLC (regarding Profit Sharing), and
5. First Amendment to Land Exchange Agreement by and between the Mayor and City Council of Baltimore and Harbor Point Development, LLC (regarding street closing and conveyance).

The Board is further requested to authorize the Mayor, or the Mayor's designee, to execute any and all other documents, amendments, supplements, modifications, or changes necessary to effectuate this transaction including, without limitation, deeds, and estoppel or other similar certificates, provided such documents do not materially alter the relationship of the parties or the principal elements of the Project, SUBJECT to review of the documents for form and legal sufficiency by the Law Department.

**MINUTES**

BDC - cont'd

**AMOUNT OF MONEY AND SOURCE:**

1. \$36,000,000.00 - Tax Increment Bonds (Harbor Point Project 2014)
2. Profit Sharing with the City - 15% of every dollar of net profit above Internal Rate of Return.

**BACKGROUND/EXPLANATION:**

Pursuant to City Council Ordinances Nos. 13-0232, 13-0233, and 13-0234 approved by the City Council on September 9, 2013 and signed by the Mayor of Baltimore City on September 13, 2013, and on the approval of and upon the terms established by the Board of Finance, the City of Baltimore will issue Tax Increment Finance Bonds in an amount not to exceed \$125,000,000.00 and an interest rate not to exceed seven percent, in order to finance public infrastructure and open space associated with the Harbor Point Project.

Under the terms of the Development Agreement, School Development Agreement, and the Memorandum of Understanding, the City will issue Tax Increment Finance Bonds in an amount not to exceed \$36,000,000.00 on terms established by the Board of Finance, to finance the construction of public infrastructure and open space related to the Harbor Point Project.

Pursuant to the terms of the Declaration of Covenants, the City will share in net profits, if any, from the Harbor Point Project at the rate of 15% of every dollar of net profit above a 20% Internal Rate of Return on all profit from the proceeds of annual operations, sales, and refinancing.

The above referenced documents are contracts and agreements necessary for the City to issue the bonds and otherwise fulfill its intent to finance the public infrastructure and open space associated with the Harbor Point Project.

## MINUTES

BDC - cont'd

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

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. Her correspondence has been sent to the appropriate agency and/or committee which will respond directly to Ms. Trueheart.

# Kim A. Trueheart

January 7, 2014

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 a lack of vision, poor fiscal and asset management and a complete failure by the Mayor of Baltimore City and the Baltimore Development Corporation (BDC) to negotiate development deals on behalf of citizens that provide economic benefit to citizens instead of corporations.

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 82, Baltimore Development Corporation (BDC) – Harbor Point Project: Development Agreement, School Development Agreement, Memorandum of Understanding on Central Avenue/Harbor Point Connector Bridge, Declaration of Covenants and First Amendment to Land Exchange Agreement, if approved:
    - i. Fails to disclose for public review the terms of the bond issuance not to exceed \$36,000,000.00 that were established by the Board of Finance, to finance the construction of public infrastructure and open space related to the Harbor Point Project.
    - ii. Obfuscates the identify of the party being issued the Tax Increment Finance Bonds and the identity of the party responsible for payment to the citizens of any earned profits from this outrageous tax payer funded give-away;
    - iii. Fails to disclose the terms of the First Amendment to the original Land Exchange Agreement approved on 23 November 2011;
    - iv. Unfairly disenfranchises City residents by conveying unprecedented power and authority to the Mayor or the Mayor's designee, to execute any and all other documents, amendments, supplements, modifications, or changes necessary to effectuate this transaction including, without limitation, deeds, and estoppel or other similar certificates, provided such documents do not materially alter the relationship of the parties or the principal elements of the Project, subject to review of the documents for form and legal sufficiency by the Law Department.
    - v. The School Development Agreement with Living Classrooms Foundation appears to again provide funding to the most politically entrenched organization that allegedly services underserved residents of Baltimore as

Email: [ktrueheart@whatfits.net](mailto:ktrueheart@whatfits.net)

5519 Belleville Ave  
Baltimore, MD 21207

evidenced by the management practices of this politically entrenched organization which display a clear and intentional disdain for unencumbered ethical board management that avoids impressions of perceived conflicts or actual conflicts of interests.

- b. This item should NOT be approved until the items discussed above are clarified to the satisfaction of this citizen;
  - c. This action should NOT convey authority to the Mayor or the Mayor's designee, to execute any and all other documents, amendments, supplements, modifications, or changes necessary to effectuate this transaction including, without limitation, deeds, and estoppel or other similar certificates, provided such documents do not materially alter the relationship of the parties or the principal elements of the Project, subject to review of the documents for form and legal sufficiency by the Law Department;
  - d. The School Development Agreement should be decoupled from this action and presented separately from this foul development deal for consideration by the Board of Estimates;
  - e. Please provide access to each of the various elements comprising the documents of this agreement for inspection.
3. How the protestant will be harmed by the proposed Board of Estimates' action: As a citizen I am experiencing a significant financial burden with annual tax increases, sewer and water service increases, user fee increases, parking meter rate increases and significantly reduce services as a resident. This already onerous burden will be exacerbated by this approval that serves to disenfranchise underserved citizens like myself.
  4. The Remedy I Seek: This item should NOT be approved until the outstanding issues outlined in paragraph 2 above, are satisfied as noted.

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on January 8, 2014.

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

Sincerely,  
Kim Trueheart, Citizen

5519 Belleville Ave  
Baltimore, MD 21207

## MINUTES

President: "The second uh -- first item on the non-routine agenda can be found on Pages 82-84, Baltimore Development Corporation (BDC) Harbor Point Project, Development Agreement, School Development Agreement, Memorandum of Understanding on Central Avenue/Harbor Point Connector Bridge, Declaration of Covenants and First Amendment to Land Exchange Agreement. Will the parties please come forward?"

Mr. Doan: "Good morning."

President: "Good morning."

Mr. Doan: "City Council President and Madam Mayor and Madam Comptroller, Members of the Board. I'm Darrell Doan, Managing Director of Real Estate Development for the Baltimore Development Corporation. Um -- the documents that are before the Board this morning uh -- represent some of the final documents necessary for the City to issue tax increment finance bonds in support of the Harbor Point Development project. As you know, we will be financing critical public infrastructure necessary to insure that that project is constructed. Uh -- Nearly 50 percent of the site will be set aside for public waterfront access and a third of the site will be set aside for parks, as well as roads, utilities, sidewalks, etc. Uh -- there are five documents as I noted. Uh -- I'd be glad to entertain any questions as related to any of those contracts at this time."

## MINUTES

BDC - Harborpoint Project - cont'd

Comptroller: "I have a couple of questions."

Mr. Doan: "Sure."

Comptroller: "Could you explain for the record why this TIF is being used for the Harbor Point project? Why?"

Mr. Doan: "Why? Um -- well, there are a number of reasons, but the primary reason is that the project, if and when it is constructed, will create significant economic benefits for the City. Um -- I think we detailed some of these numbers before, but over 17,000 jobs; 18 and a half million dollars a year in new tax revenue; 900 residential, uh -- apartments; 2,000 or more residents residing in those apartments. In short, it will insure that we are doing everything we can from an economic standpoint to grow Baltimore. Um - furthermore, we have determined through our due diligence on this project that absent the City's investment and partnership in the project, in the public infrastructure, the project simply could not proceed. Um -- that's generally why the TIF is necessary."

## MINUTES

BDC - Harborpoint Project - cont'd

Comptroller: "Okay, so you're saying that without the TIF this project would not work."

Mr. Doan: "That's what we're saying."

Comptroller: "Okay. So, my concern is that the infrastructure and the development are connected, correct? Because you're saying that it can't work without the TIF? The project can't move forward."

Mr. Doan: "Correct."

Comptroller: "And you know therefore, in my opinion, we should have secured a binding commitment on the jobs because you just mentioned that it is projected to uh -- create 17,000 jobs."

Mr. Doan: "Right."

Comptroller: "And instead of in the past, we have, there have been penalties for not, uh -- having the amount of jobs created as your pro forma has projected. So, you know, um -- what we've done, we've accepted voluntary job goals, but they're not enforceable and in addition, which I had brought to the attention of, um -- BDC, that given that the developers needs uh -- to assist, that the City assist them in this project, to me,

## MINUTES

BDC - Harborpoint Project - cont'd

the uh -- there should have been more favorable terms on the return of investment. Because the 20 percent, the City does not share in any profit until the developer reaches 20 percent, and in today's market, it seems unlikely that 20 percent will be obtained and um -- and in the foreseeable future. The other um -- problem that I had was that I had requested a full copy of the appraisal and I was told that it was confidential, and without the full appraisal I do not have sufficient information such as income stream and equity in order to perform a due diligence review. Without this review and an opportunity to review the documents until last Thursday, um -- it has limited our ability to perform the necessary analysis to determine if this is financially sound. So, therefore you know I applaud Mr. and I wish Mr. Beatty much success, but um -- I'm going have to vote **NO** on this."

President: "I'll entertain a Motion."

City Solicitor: "MOVE approval of the project as proposed by BDC."

## MINUTES

BDC - Harborpoint Project - cont'd

Director of Public Works: "Second."

President: "All those in favor say AYE. All opposed NAY."

Comptroller: "NAY."

President: "Please note Comptroller Pratt votes **NO**. Uh -- the Motion carries."

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Development Agreement with Harbor Point Open Space Corporation, Harbor Point Development Holdings, LLC, and Beatty Development Group, LLC; the School Development Agreement with Living Classrooms Foundation, Inc.; the Memorandum of Understanding with the Baltimore Development Corporation and Harbor Point Open Space Corporation regarding construction of the Central Avenue/Harbor Point Connector Bridge; the Declaration of Covenants with Harbor Point Land, LLC; and the First Amendment to Land Exchange Agreement with Harbor Point Development, LLC.

**MINUTES**

BDC - Harborpoint Project - cont'd

The Board further authorized the Mayor or the Mayor's designee to execute any and all other documents, amendments, supplements, modifications, or changes necessary to effectuate this transaction including, without limitation, deeds, and estoppel or other similar certificates, provided such documents do not materially alter the relationship of the parties or the principal elements of the Project, SUBJECT to review of the documents for form and legal sufficiency by the Law Department. The Mayor **ABSTAINED** on the School Development Agreement with the Living Classrooms. The President **ABSTAINED** on the School Development Agreement with the Living Classrooms. The Comptroller voted **NO**.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department</u>			
1. Laura Flamm	New Partners for Smart Growth Conf. Denver, CO. Feb. 13 - 18, 2014 (Reg. Fee \$39.00)	Private Grant- Walmart Foundation	\$ 315.01

The representative will attend the conference from February 13-14, 2014. The additional days will be at the employee's expense. The sponsor is paying for the air travel.

Department of Transportation

2. Michael Wilmore	Underground Construc- tion Technology International Conf. Houston, TX Jan. 27 - 29, 2014	General Funds	\$ 969.36
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The subsistence rate for this location is \$180.00 per night for a total of \$360.00. The hotel rate is \$209.00 per night for a total of \$418.00. The occupancy tax is \$35.53 per day for a total of \$71.06. The Department is requesting an additional subsistence of \$29.00 per day, for a total of \$58.00 to cover the costs of the hotel, and \$40.00 per day, for a total of \$80.00 to cover the costs of food and incidentals.

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

**MINUTES**

President: "There being no more business before this Board, we will recess until the bid opening at 12 Noon. Thank you."

\* \* \* \* \*

Clerk: "The Board is now in session for the receiving and opening of bids."

**BIDS, PROPOSALS AND CONTRACT AWARDS**

Prior to the reading of bids received today and the opening of bids scheduled for today, the Clerk announced that the following agencies had issued an addendum extending the dates for receipt and opening of bids on the following contract. There were no objections.

Bureau of Purchases - B50003300, Hackathon Events  
Support  
**BIDS TO BE RECV'D: 01/15/2014**  
**BIDS TO BE OPENED: 01/15/2014**

## MINUTES

Thereafter, UPON MOTION duly made and seconded, the Board received, opened and referred the following bids to the respective departments for tabulation and report:

Department of General Services - GS 13801, Repair Retaining Walls

A.L. Ingram Construction  
JLN Construction Services, LLC  
Warwick Supply and Equipment Co., Inc.

Bureau of Purchases - B50003259, Water Bill Envelopes

Husky Envelope  
KM Printing d/b/a Miller's  
Minuteman Press  
DMCS, Inc.  
Legal Letters, LLC  
Uptown Press, Inc.  
Double Envelope  
Cenveo Corporation

Bureau of Purchases - B50003292, Vehicle, Motor-cycle, Generator and Lawn & Garden Batteries

The Best Battery Co., Inc.

Bureau of Purchases - B50003289, Laboratory Analytical Services

ALS Environmental

Bureau of Purchases - B50003280, Pea Gravel

Patuxent Materials, Inc.  
Cherry Hill Hauling & Towing Service  
P&J Contracting Co., Inc.

## MINUTES

Bureau of Purchases

- B50003291, Hydraulic &  
Welding Repair Services

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Greb Services, Inc.  
Precision Machine & Hydraulics, Inc.  
Intercon Truck of Baltimore, Inc.  
Hydratec, Inc.  
Baltimore Hydraulics, Inc.  
Holabird Fleet Service  
Waste Equipment Sales and Service  
Maryland Industrial Trucks, Inc.

Bureau of Purchases

- B50003285, Consultant  
Assistance for Casino Area

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McCormick Taylor Engineers & Planners  
Evalco, LLC  
Kittelson & Associates, Inc.

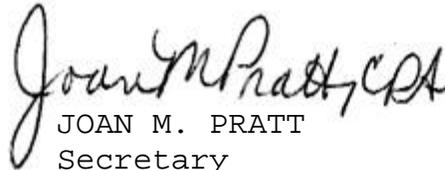
Bureau of Purchases

- B50003154, Interactive Voice  
Recognition System  
**(PRICE OPENING)**

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MS Technologies Corporation  
Attiva Soft  
Verizon  
Microlog Corporation  
Selectron Technologies, Inc.  
Symago, LLC

There being no objections, the Board UPON MOTION duly made and seconded, the Board adjourned until its next regularly scheduled meeting on Wednesday, January 15, 2014.

  
JOAN M. PRATT  
Secretary