

MINUTES**REGULAR MEETING**

Bernard C. "Jack" Young, President
Stephanie Rawlings-Blake, Mayor
Joan M. Pratt, Comptroller and Secretary
George A. Nilson, City Solicitor
David E. Scott, 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.

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

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

Baltimore Contractors, Inc.	\$4,509,000.00
Ben Druck Door Company	\$1,500,000.00
Higgins-Walter Contracting, Inc.	\$8,000,000.00
Overhead Door Company of Baltimore, Inc.	\$8,000,000.00
Sabre Demolition Corporation	\$8,000,000.00

2. Prequalification of Architects and Engineers

In accordance with the Resolution Relating to Architectural and Engineering Services, as amended by the Board on June 29, 1994, the Office of Boards and Commissions recommends the approval of the prequalification for the following firms:

Development Facilitators, Inc.	Architect Engineer Landscape Architect
Marshall Craft Associates, Inc.	Architect Survey
MWH Americas, Inc.	Architect Engineer Landscape Architect Survey

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BOARDS AND COMMISSIONS - cont'd

O'Brien & Gere Limited

Architect
Engineer

So-Deep, Inc.

Engineer
Land Survey

The Temple Group, Inc.

Architect
Engineer

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

MINUTES**CITY COUNCIL BILL:**

10-0596 - An ordinance concerning the sale of property - 1125 North Calvert Street for the purpose of authorizing the Mayor and City Council of Baltimore to sell, at either public or private sale, all its interest in certain property known as 1125 North Calvert Street (Ward 11, Section 12, Block 498, Lot 10) and no longer needed for public use; and providing for a special effective date.

ALL REPORTS RECEIVED WERE FAVORABLE.

UPON MOTION duly made and seconded, the Board approved City Council Bill 10-0596, and directed that the bill be returned to the City Council with the recommendation that the bill also be approved and passed by that honorable body. The President **ABSTAINED.**

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OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development - Condemnation</u>			
1. Earnest Harris	907 N. Castle St.	L/H	\$ 7,300.00

Options

2. Terrence D. Brice	1824 E. Biddle St.	L/H	\$15,208.00
3. Andrea M. Reed	1707 E. Biddle St.	F/S	\$11,315.00

Funds are available in State Funds, Account No. 9910-906416-9588-900000-704040, EBDI Project, Phase II.

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

Baltimore Development Corporation - Option

4. Jay Dackman	767 Washington Blvd.	G/R	\$ 450.00
			\$45.00

Funds are available in State Funds, Account No. 9910-902879-9600, 22nd Economic Development Funds.

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

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Wage Commission - Living Wage Recommendation for FY 2012

The Wage Commission in accordance with Article 5, Subtitle 26, Baltimore City Code (Living Wage), is required to recommend to the Board of Estimates, on or before December 15, of each calendar year a revised Living Wage Rate for the City of Baltimore services contracts for the coming year.

The Wage Commission reviewed the U.S. Bureau of Census Poverty threshold for a family of four. The level declined slightly from \$22,025.00 in the previous year to \$21,954.00. After careful consideration of the Bureau of Census poverty level threshold, currently set at \$21,954.00 for a family of four, and other wage data, the Commission is recommending to the Board of Estimates that the Living Wage remain at the current hourly rate of \$10.59 through June 30, 2012.

UPON MOTION duly made and seconded, the Board approved the Living Wage Rate for the City of Baltimore's service contracts for FY 2012 as recommended.

MINUTES

Department of Planning - Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a grant agreement with the U.S. Department of Commerce. The period of the grant agreement is October 01, 2010 through September 30, 2011.

AMOUNT OF MONEY AND SOURCE:

\$30,000.00 - 4000-407011-1870-189000-601001

BACKGROUND/EXPLANATION:

This agreement will provide \$30,000.00 in federal funds with a \$30,000.00 match from the Department of Planning with staff participation, and provide funding to allow the Department of Planning to develop a strategic plan for the revitalization and redevelopment of the Belair Road Corridor.

Funding from the U.S. Department of Commerce, Economic Development Administration (EDA), Economic Adjustment Assistance Program will provide knowledge of the business and vacancies, stakeholders input, and a physical form analysis of the Belair Road Corridor. The funding from the EDA will give the research team of the Department of Planning new data for future development of the area.

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 U.S. Department of Commerce.

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EXTRA WORK ORDERS

* * * * *

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders and Transfers of Funds

listed on the following page:

4408

All of the EWOs have been reviewed and approved

by the Department of Audits, CORC, and MWBOO,

unless otherwise indicated.

The President **ABSTAINED** on item nos. 2, 3, 4, and 5.

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EXTRA WORK ORDERS

<u>Contract</u>	<u>Prev. Apprvd.</u>	<u>Contractor</u>	<u>Time</u>	<u>%</u>
<u>Awd. Amt.</u>	<u>Extra Work</u>		<u>Ext.</u>	<u>Compl.</u>
<u>Department of Transportation</u>				
1. EWO #007, \$288,486.57 - TR 05312, Lombard St. Resurfacing from Martin Luther King Blvd. to President St.				
\$ 1,657,500.00	\$ 433,009.16	Machado Construc- tion Co., Inc.	-	-
<u>Bureau of Water and Waste Water</u>				
2. EWO #003, \$408,991.00 - WC 1160R, Montebello Plant 2 Finished Water Reservoir Cover				
\$36,922,950.00	\$ 318,194.18	Alan A. Myers, LP	0	33
3. EWO #003, \$94,851.04 - WC 1196, Sidewalk Restorations				
\$ 987,700.00	\$ 712.54	P. Flanigan & Sons, Inc.	0	88
4. EWO #008, \$175,133.00 - WC 1198, Urgent Need Work Infra- structure Rehabilitation Various Locations				
\$10,473,325.00	\$2,358,344.31	Spiniello Companies	-	48
5. EWO #006, \$77,664.96 - SWC 7758, Drainage Repairs and Im- provements at Various Locations				
\$ 1,066,490.00	\$ 232,889.09	Allied Contrac- tors, Inc.	0	70

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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 4** favorable reports on Transfers of Funds approved by the Board of Estimates at its meetings on November 24, 2010.

The Board **NOTED 4** favorable reports on Transfers of Funds approved by the Board of Estimates.

MINUTES

Department of Transportation - Grant Award and Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the grant award and execution of a grant agreement for the 2011 Ride Sharing/Commuter Assistance Program Grant. The period of the agreement is July 1, 2010 through June 30, 2011.

AMOUNT OF MONEY AND SOURCE:

\$80,000.00 - 5000-518311-2303-248800-600000

BACKGROUND/EXPLANATION:

The grant award and agreement provides funds for the continued operation of the Ridesharing/Commuter Assistance Program to promote the use of alternatives to single occupant vehicles including mass transit, carpool, and vanpools in the City.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the grant award and execution of a grant agreement for the 2011 Ride Sharing/Commuter Assistance Program Grant.

MINUTES

Department of Transportation - On-Call Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 18 under Project No. 1074, On-Call Consultant Services Rehabilitation, Reconstruction and/or Resurfacing to Sabra, Wang & Associates, Inc.

AMOUNT OF MONEY AND SOURCE:

\$157,404.85 - 9958-906311-9525-900020-703032

BACKGROUND/EXPLANATION:

Under this task, the consultant will perform engineering services in connection with streetscape design along Moore's Run BMP, conversion of adjacent Frankford Estates Storm Water Management Facility into Park/Green space, revisions to current Moore's Run BMP and prepare construction documents, cost estimates, and plans.

MWBOO SET GOALS OF 24% FOR MBE AND 14% FOR WBE.

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. 18 under Project No. 1074, On-Call Consultant Services Rehabilitation, Reconstruction and/or Resurfacing to Sabra, Wang & Associates, Inc.

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, 2010 through June 30, 2011, unless otherwise indicated.

1. **CHASE BREXTON HEALTH SERVICES, INC.** **\$ 40,000.00**

Account: 4000-424511-3023-274427-603051

The organization will provide services to 46 unique patients, including eight new patients. The services will include quality dental health care to HIV positive residents of Baltimore City, especially dentures or other dental appliances.

2. **CHASE BREXTON HEALTH SERVICES, INC.** **\$ 49,348.00**

Account: 4000-424511-3023-274419-603051

The organization will provide HIV Substance Abuse Treatment, Outpatient services for the Ryan White Part B Program. Services will include substance abuse treatment to patients living with HIV/AIDS to access and maximize treatment and improve their physical and emotional health, support the patient and assist with behavioral changes so that substance use can be reduced and eliminated.

3. **CHASE BREXTON HEALTH SERVICES, INC.** **\$ 79,487.00**

Account: 4000-424511-3023-274436-603051

The organization will provide HIV Mental Health services to maximize the quality of life for persons living with HIV/AIDS by continuing efforts to integrate coordinated, culturally appropriate mental health services into the continuum of care with primary care medical services.

MINUTES

Health Dept.

4. **CHASE BREXTON HEALTH SERVICES, INC.** **\$320,585.00**

Account: 4000-424511-3023-274403-603051

The organization will provide HIV Ambulatory Primary Care services to 775 unique patients, including 55 new patients. Services will include medical care and management through physician or nurse practitioners, all of whom are certified by the American Academy of HIV Medicine as HIV specialists.

The medication adherence program is a multidisciplinary program that functions to improve adherence to HIV treatments, including antiretroviral therapy by incorporating input from the clinician, the patient, the nurse and the pharmacy.

The agreements are late because the State AIDS Administration programmatically manages Ryan White Part B services. The Department is responsible for processing contracts after receipt of an approved budget and scope of services and making payments to the provider after the State selects the provider through the Request for Proposal process.

MWBOO GRANTED A WAIVER.

5. **COPPIN STATE UNIVERSITY** **\$ 0.00**

The Coppin State University, Helene Fuld School of Nursing agrees to assign appropriate fully qualified nursing students to the Health Department for on-the-job field experience in public health care related to Community Health Nursing services.

The primary care field experience is authorized by Coppin State University, as part of the education of students in the Registered Nurse and Family Nurse Practitioner Programs. The students will be supervised by a registered nurse and/or physician nurse practitioner preceptor. The program will provide a course description prior to rotation. The period of the agreement is September 1, 2010 through August 31, 2015.

MINUTES

Health Dept. - cont'd

6. **CATHOLIC UNIVERSITY OF AMERICA, SCHOOL OF NURSING** \$ 0.00

The purpose of this agreement is to allow approved nursing students to obtain practical Community Health Nursing experience from the Department.

The primary care field experience is authorized by Catholic University, as part of the education of students in the Registered Nurse and Family Nurse Practitioner Programs. The students will be supervised by a registered nurse and/or physician or nurse practitioner preceptor. The University will provide a course description prior to rotation. The period of the agreement is November 1, 2010 through October 31, 2015.

7. **THE JOHNS HOPKINS BAYVIEW MEDICAL CENTER, INC.** \$ 26,000.00

Account: 4000-422510-3030-273016-603051

The organization's Community Care-A-Van provides outreach medical services in southeast Baltimore. This includes comprehensive medical care and health care education to some of Baltimore's neediest men, women, and children. Since its inception in 2000, the Care-A-Van has been involved in health promotion and prevention of diseases including syphilis, HIV, and other sexually transmitted diseases. The van serves a large and rapidly growing Hispanic population where bilingual services are available. The van staff works in collaboration with numerous community-based organizations. A principal aim is to reach the highest number of uninsured persons. The period of the agreement is July 1, 2010 through December 31, 2010.

The agreements are late because they were just finalized.

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Health Department - cont'd

8. **BALTIMORE NEIGHBORHOOD, INC.** \$ 0.00

The organizations will serve as a volunteer station for the Retired and Senior Volunteer Program (RSVP). The RSVP has been funded since 1982 by the federal government. The Baltimore City Health Department was awarded a grant from the Corporation of National and Community Services to pay administrative staff to arrange volunteer work for persons 55 years of age and over. The period of the agreement is December 1, 2010 through March 31, 2011.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED (EXCEPT ITEM NOS. 5, 6, AND 8) AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the various aforementioned agreements. The President **ABSTAINED** on item no. 7.

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Health Department - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to ratify the expenditure of funds to Rosemarie Manor Assisted Living Facility, LLC. T/A Rosemarie Manor II, LLC. The ratification is for the period July 1, 2009 through June 30, 2010.

AMOUNT OF MONEY AND SOURCE:

\$6,374.00 - 5000-534010-3250-319909-607001

BACKGROUND/EXPLANTION:

On August 19, 2009, the Board approved the original agreement with the organization in the amount of \$54,600.00.

On February 9, 2010, CARE was notified that they would be receiving additional funding from the State for Subsidized Assisted Housing Funds. The \$6,374.00 was allocated to Rosemarie Manor for additional clients. Therefore, the Department requests the Board to ratify the expenditures in the amount of \$6,374.00 to compensate the organization for additional services.

The agreement is late because it was misplaced during the transition between CARE and the Health Department.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board ratified the expenditure of funds to Rosemarie Manor Assisted Living Facility, LLC. T/A Rosemarie Manor II, LLC.

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Department of General Services - Minor Privilege Permit Applications

The Board is requested to approve the following applications for a Minor Privilege Permit. The applications are in order as 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.	3600 Fleet Street	Carrollton Bank	Two single face electric signs 3'x 2"x 20'2" ea.
	Annual Charge: \$357.61		
2.	2125 Boston Street	George Tserkis	One awning w/ signage 12' x 1½'
	Annual Charge: \$105.50		

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

There being no objections, the Board, UPON MOTION duly made and seconded, approved the minor privilege permits.

MINUTES

Department of - Amendment to Memorandum of Understanding
General Services

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an acceptance of an amendment to the memorandum of understanding (MOU) and grant award with the Maryland Energy Administration (MEA).

AMOUNT OF MONEY AND SOURCE:

\$100,000.00 - 9916-902591-9194 (Reserve)

BACKGROUND/EXPLANATION:

On June 23, 2010, the Board approved the original MEA Sunburst grant award and MOU in the amount of \$500,000.00. On September 15, 2010, the Board approved acceptance of an additional \$250,000.00. This amendment to the MOU will increase the total grant award to \$850,000.00.

The Department has been successful in obtaining a grant of \$750,000.00 as amended from the MEA Sunburst Program to install 750 KW Photovoltaic Energy Systems (solar) to selected City properties. The MEA has now granted an additional \$100,000.00, increasing the scale of solar to 850 KW. The Department will work with the ESCOs procured by the state under State law.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution acceptance of the amendment to the memorandum of understanding and grant award with the Maryland Energy Administration.

MINUTES

Department of General Services - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an agreement with NGB Marketing, LLC (NGB). The period of the agreement is effective upon Board approval for one year.

AMOUNT OF MONEY AND SOURCE:

\$1,320,000.00 - Various
Not to Exceed

BACKGROUND/EXPLANATION:

The NGB will supply clean bio-fuel for Phase II testing purposes in City facilities. On May 26, 2009, the Board approved an agreement with the NGB to supply, as a pilot test, vegetable based bio-fuel on a limited basis to certain City facilities as a substitute for No. 2 Fuel Oil for heating purposes. The NGB bio-fuel, produced in Baltimore, does not contain sulfur and when burned emits less particulate and nitrogen oxides than conventional fuel oil, thus improving air quality. The test was successful and the Department will expand the test by using the NGB bio-fuel at the following City facilities for an entire heating season:

- Eastern Health Center,
- Public Safety Training Facility, and
- Back River Waste Water Treatment Plant.

The cost of the bio-fuel is expected to be less than heating oil. If this second phase is successful, the Department will request that the Bureau of Purchases prepare a contract for competitive bids to supply vegetable based bio-fuel on a City-wide basis.

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DGS- cont'd

MBE/WBE PARTICIPATION:

MBE:	Horton Mechanical	\$ 9,240.00	0.70%
	DD&J, LLC	26,400.00	2.00%
	WTM Enterprises, LLC	<u>17,160.00</u>	<u>1.30%</u>
	Total	\$52,800.00	4.00%

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

Mayor: "Thank you, Mr. President. Today we approved an agreement with New Generations BIO Fuels to begin testing of New Generations BIO Fuels at three City facilities; Back River Wastewater Treatment Plant, Eastern Health Center and the Pimlico Fire and Police Training Facility that needs heat desperately based on my experience there recently. BIO Fuels are clean burning, vegetable based alternative that can be used to replace the number two heating oil that is now being used at those facilities. In early testing these bio fuels have demonstrated huge reductions in pollutants. If this final stage of testing is successful, we can begin using bio fuels more broadly in City buildings. This is another example of

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innovation and forward thinking in Baltimore City government and I am really proud about that. We are working to become a more sustainable and cost effective City. This helps protect us from unpredictable spikes in oil prices. I am sure that as homeowners many of you wish that you had access to the same cost saving benefits of this bio fuels, because we have already heard on the news that oil prices, heating oil prices are projected to go up again this winter. So we are being proactive. We are being innovative and we are also being hopeful that the Pilot Program leads to more wide use. This happened under the leadership of Ted Atwood I am very grateful for his work. I have promoted him to lead the Department of General Services because of this type of innovation and this is what I want to across all City agencies. He was previously the City's Energy Advisor. Other counties in the region are already looking at what we are doing and seeing if they replicate the pilot that we are working on. I had an opportunity to speak before the Baltimore Metropolitan Council about this and we participate in shared energy buys with them and they are looking very eagerly

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at this pilot program and hopefully we will be able to lead by example in the way we look for cost savings in energy efficiency. Also, two City schools will participate in the test, so we will have a nice broad collection to study to see if we can expand. So, thank you."

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UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with NGB Marketing, LLC. The Comptroller **ABSTAINED**.

MINUTES

Department of General Services - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Plug In Prius Motor Vehicle License to Use Agreement with Toyota Motor Sales, U.S.A., Inc. (Toyota). The period of the agreement is for 90 days.

AMOUNT OF MONEY AND SOURCE:

This demonstration will be at no cost to the City.

BACKGROUND/EXPLANATION:

Toyota has a new drive train that will be released in the 2012 Prius model and is interested in feedback. This contract is to evaluate the technical and financial characteristics of the vehicle for a three-month trial period. The City and Toyota will both gain valuable information from this demonstration.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Plug In Prius Motor Vehicle License to Use Agreement with Toyota Motor Sales, U.S.A., Inc.

MINUTES

Parking Authority for - Parking Facility Operations and
Baltimore City (PABC) Management Agreements

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the parking facility operations and management agreements. The period of the agreement is July 1, 2010 through March 31, 2011, unless otherwise indicated.

VENDOR**FACILITY**1. **IMPARK/DANAS PARKING, LLC**

**BALTIMORE STREET
 15 GUILFORD AVENUE**

The period of the agreement is July 1, 2010 through June 30, 2011.

\$354,558.00	- 2075-000000-5800-407700-603016	Maint. and Repair
120,000.00	- 2075-000000-5800-407700-603038	Security
39,336.00	- 2075-000000-5800-407700-603026	Mgmt. & Incentive
\$513,894.00		

MBE:	Tote-It, Inc.	\$10,000.00	10.23%
	AJ Stationers	4,153.00	4.25%
	TGM	14,600.00	14.94%
		\$28,753.00	29.42%

WBE:	Herbert Electric Co.	\$12,990.00	13.29%
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*Expenditures from non-manufacturing suppliers are limited to 25% of each MBE and WBE goal. Therefore, the amount allowed has been applied.

MWBOO FOUND VENDOR IN COMPLIANCE.2. **IMPARK/DANAS PARKING, LLC**

**FAYETTE STREET
 1001 E. FAYETTE STREET**

The period of the agreement is August 1, 2010 through July 31, 2011.

\$106,558.00	- 2075-000000-5800-408750-603016	Maint. and Repair
9,000.00	- 2075-000000-5800-408750-603026	Mgmt. & Incentive
\$115,558.00		

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PABC - cont'd

MBE: TGM, Inc.	\$1,800.00	17.56%
WBE: Tote-It Inc.	\$1,200.00	11.70%

MWBOO FOUND VENDOR IN COMPLIANCE.

3. LAZ PARKING MID-ATLANTIC, LLC AND PMS PARKING INC.	ST. PAUL PLACE GARAGE 210 ST. PAUL PLACE
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\$186,376.00	- 2075-000000-5800-408100-603016	Maint. and Repair
24,300.00	- 2075-000000-5800-408100-603038	Security
63,153.00	- 2075-000000-5800-408100-603026	Mgmt. & Incentive
<u>\$273,829.00</u>		

MBE: TGM, Inc.	\$ 2,250.00	2.84%
G.E. Thompson	5,600.00	7.08%
Admiral Elevator	15,600.00	19.71%
	<u>\$23,450.00</u>	

WBE: BFPE	\$27,600.00	34.87%
Sign A Rama	500.00	0.63%
Sue Ann's Office Supply	1,781.00*	2.25%
	<u>\$29,881.00</u>	

*Expenditures from non-manufacturing suppliers are limited to 25% of each MBE and WBE goal. Therefore, the amount allowed has been applied.

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

PABC - cont'd

4. PMS PARKING INC.

**CAROLINE STREET GARAGE
805 S. CAROLINE STREET**

\$154,686.00	-	2075-000000-5800-408200-603016	Maint. and Repair
48,657.00	-	2075-000000-5800-408200-603026	Mgmt. & Incentive
9,000.00	-	2075-000000-5800-408200-603038	Security
<u>\$212,343.00</u>			

MBE: TGM, Inc.	\$ 2,000.00	6.59%
G.E. Thompson	3,600.00	11.85%
Admiral Elevator	5,380.00	17.72%
	<u>\$10,980.00</u>	

WBE: BFPE	\$ 6,400.00	21.08%
Sign A Rama	675.00	2.22%
Sue Ann's Office Supply	683.00*	2.25%
B&B Lighting Supply	See note below*	0
	<u>\$ 7,758.00</u>	

*Expenditures from non-manufacturing suppliers are limited to 25% of each MBE and WBE goal. Therefore, the amount allowed has been applied.

MWBOO FOUND VENDOR IN COMPLIANCE.

5. LAZ PARKING MID-ATLANTIC,
LLC AND PMS PARKING INC.

**FRANKLIN STREET GARAGE
15 W. FRANKLIN STREET**

\$143,445.00	-	2075-000000-5800-407400-603016	- Maint. And Repair
7,550.00	-	2075-000000-5800-407400-603038	- Security
27,000.00	-	2075-000000-5800-407400-603026	- Mgmt. & Incentive
<u>\$177,995.00</u>			

MBE: TGM, Inc.	\$ 1,600.00	3.38%
G.E. Thompson	1,200.00	2.54%
Admiral Elevator	6,750.00	14.27%
	<u>\$ 9,550.00</u>	20.19%

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PABC - cont'd

WBE: BFPE	\$21,600.00	45.66%
Sign A Rama	300.00	0.63%
Sue Ann's Office Supply	1,064.00*	2.25%
B & B Lighting Supply	<u>See note below*</u>	0
	\$22,964.00	

*Expenditures from non-manufacturing suppliers are limited to 25% of each MBE and WBE goal. Therefore, the amount allowed has been applied.

MWBOO FOUND VENDOR IN COMPLIANCE.

BACKGROUND/EXPLANATION:

These interim agreements will allow the Parking Authority to finalize the process of awarding a new agreement for the operation and management of the above listed garages.

When the previous agreement expired on July 1, 2010, the PABC was without a contract for the operation of the above listed facilities. The vendors continued to provide quality management services and have been working with the PABC to maintain the services until a new contract is awarded.

The PABC attempted to amend the previous agreements after they expired but was advised that amending the expired agreements was not possible, leading to new agreements submitted late for Board approval.

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 parking facility operations and management agreements.

MINUTES

<p>Department of Housing and Community Development/ <u>Baltimore Homeless Services</u></p>	<p>- TRANSFER OF LIFE-TO-DATE <u>SICK LEAVE</u></p>
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The Board is requested to approve the transfer of LIFE-TO-DATE sick leave days from the listed City employee to the designated employee, Gloria J. Townsend.

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

<u>NAMES</u>	<u>DAYS</u>
Evangeline C. Keita	5

THE LABOR COMMISSIONER RECOMMENDED APPROVAL.

UPON MOTION duly made and seconded, the Board approved the transfer of LIFE-TO-DATE sick leave days from the listed City employee to the designated employee, Gloria J. Townsend.

MINUTES

Department of Housing and - Agreements and an Amendment to
Community Development Agreement

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

AGREEMENTS

1. JUBILEE BALTIMORE, INC. \$ 46,000.00

Account:	2089-208910-5930-436480-603051	\$ 26,000.00
	2089-208910-5930-436453-603051	\$ 20,000.00

The funding will be used to subsidize the organization's operating expenses. The organization will construct a mixed-use development on the vacant lot located at 1500 Greenmount Avenue; including 69 housing units, and artist rental housing. The organization will also conduct planning activities for additional development opportunities. The period of the agreement is January 1, 2010 through December 31, 2010.

FOR THE FY 2011, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$12,169.00, AS FOLLOWS:

MBE: \$1,216.00

WBE: \$ 608.00

2. COLDSTREAM-HOMESTEAD-MONTEBELLO \$ 63,700.00
COMMUNITY CORPORATION, INC. (CHM)

Account:	2089-208910-5930-432781-603051	\$ 958.00
	2089-208910-5930-432783-603051	\$ 3,842.00
	2089-208911-5930-432726-603051	\$ 9,400.00
	2089-208911-5930-432730-603051	\$ 13,500.00
	2089-208911-5930-432735-603051	\$ 7,000.00
	2089-208911-5930-432781-603051	\$ 23,000.00
	2089-208911-5930-432783-603051	\$ 6,000.00

The funding will be used to subsidize the organization's operating expenses. The CHM will administer activities and coordinate citizen participation in the planning and implementation of community activities in the CHM Urban Renewal Area. The funds will be used to subsidize the CHM's operation costs. The period of the agreement is July 1, 2010 through June 30, 2011.

MWBOO SET GOALS OF 0% FOR MBE AND 0% FOR WBE.

MINUTES

DHCD - cont'd

3. **REBUILDING TOGETHER BALTIMORE, INC. \$ 66,323.00**

Account: 2089-208911-5930-431155-603051

The agreement provides funds for Rebuilding Day (April 30, 2011) and a 'fix-it' home maintenance program for low to moderate-income owner-occupied households that reside in the Southern Park Heights and other low income areas of Baltimore City. Priority will be given to low-income, elderly and disabled homeowners. In addition, referrals to appropriate institutions or agencies for extensive maintenance will be made. The period of the agreement is September 1, 2010 through August 31, 2011.

FOR THE FY 2011, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$8,500.00, AS FOLLOWS:

MBE: \$1,275.00

WBE: \$ 425.00

4. **LIVE BALTIMORE HOME CENTER, INC. (LBHC) \$415,000.00**

Account: 1001-000000-5822-422199-603051 \$315,000.00
 9910-902078-9588-900000-703062 \$100,000.00

The organization will implement programs that will market Baltimore City by promoting the benefits of Baltimore City living to current residents and potential City residents. The LBHC will also implement an initiative to market to potential transfers under the Base Realignment and Closure Initiative. The period of the agreement is July 1, 2010 through June 30, 2011.

FOR THE FY 2011, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$25,910.00, AS FOLLOWS:

MBE: \$3,886.00

WBE: \$1,295.00

MINUTES

DHCD - cont'd

5. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$33,000.00	9910-907994-9587	
29 th CDB	Special Capital	
FY 2010	Projects	
50,000.00	9910-905913-9587	
Gen'l Funds	BRAC Relocation	
FY 2011	Initiative	
<u>\$83,000.00</u>	-----	9910-902078-9588
		Live Baltimore

The transfer will provide funds to Live Baltimore Home Center, Inc. that will implement programs that will market Baltimore City and promote the City's neighborhoods to residents and potential future residents in fiscal year 2011.

On June 30, 2010, 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 2010 Annual Action Plan for the following formula programs:

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

MINUTES

DHCD - cont'd

The DHCD began negotiating and processing the CDBG agreements effective July 1, 2010 and beyond, as outlined in the Plan, pending approval of the Resolution. Consequently, the agreements were delayed due to final negotiations and processing.

6. **MORGAN STATE UNIVERSITY FOUNDATION** **\$ 1,577,569.00**
INC. (MSU)/HEAD START PROGRAM

Account: 4000-486311-6051-554000-603051

The MSU Head Start Program will provide Head Start Services to 224 children and their families in Baltimore City. The period of the agreement is July 1, 2010 through June 30, 2011.

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

THE PROVIDER REQUESTED AND WAS GRANTED A WAIVER OF THE BALANCE OF THE MBE/WBE GOALS. OF THE TOTAL AMOUNT OF \$1,577,569.00, \$1,536,618.00 ARE FOR ITEMS THAT ARE PROPRIETARY AND NON-SEGMENTABLE.

MBE: BRC Construction \$7,684.00 .49%

MWBOO FOUND VENDOR IN COMPLIANCE.

AUDITS REVIEWED AND HAD NO OBJECTION.

AMENDMENT NO. 1 TO AGREEMENT

7. **PEOPLES'S HOMESTEADING GROUP, INC.** **\$ 0.00**

On May 26, 2010, the Board approved the original agreement with the organization in the amount of \$160,000.00 for the period January 1, 2010 through December 31, 2010. The organization provides services associated with the rehabilitation of vacant properties for resale to low-and moderate income families. The City agreed to provide Com-

MINUTES

DHCD - cont'd

munity Development Block Grant funds to subsidize the organization's operating costs. The organization is requesting a no-cost extension through June 30, 2011 to complete the activities outlined under the original agreement. All other terms and conditions will remain unchanged.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the various aforementioned agreements and an amendment to agreement. 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. The Mayor **ABSTAINED** on items no. 4 and 5. The President **ABSTAINED** on item no. 6.

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 (LDA) with Kevin Butler, developer, for the property located at 1536 N. Caroline Street.

AMOUNT OF MONEY AND SOURCE:

\$3,000.00 - Purchase Price

BACKGROUND/EXPLANTION:

The City will convey all its rights, title and interest to the developer for the property at the offer price of \$3,000.00.

A good faith deposit in the amount of \$1,000.00 has already been received from the developer. The developer will pay to the City \$2,000.00 for the property at the time of settlement.

The project will consist of the conversion of this vacant building into a single family home for homeownership. The developer plans to invest approximately \$89,800.00 into this project.

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

STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE APPRAISED VALUE:

The property was appraised for \$12,000.00. However, the purchase price was reduced to \$3,000.00 due to structural damages done to the adjacent property located at 1538 N. Caroline Street, which is currently owned by Mr. Kevin Butler. Conditions consist of extensive interior damage due to a partially collapsed roof and no windows. The rehabilitation of this property would eliminate blight and offer a specific benefit to the immediate community.

MINUTES

DHCD - cont'd

MBE/WBE PARTICIPATION:

N/A, The property will be sold for less than \$25,000.00.

(FILE NO.)

UPON MOTION duly made and seconded, the Board approved and authorized execution of the land disposition agreement with Kevin Butler for the property located at 1536 N. Caroline Street. The Comptroller **ABSTAINED**.

MINUTES

Department of Housing and - HOME Loan
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve a HOME Investment Partnerships Program Community Housing Organization (CHDO) operating expense loan to Coppin Heights CDC. The Board is further requested to authorize the Commissioner of the Department of Housing and Community Development to execute any and all documents to effectuate this transaction subject to review and approval for form and legal sufficiency by the Department of Law.

AMOUNT OF MONEY AND SOURCE:

\$25,000.00 - 9910-906092-9610

BACKGROUND/EXPLANTION:

The Cranston-Gonzalez National Affordable Housing Act of 1990 created the federally funded HOME Investments Partnership Program. The HOME Program created the non-profit entity called a CHDO with the specific purpose of carrying out elements of the participating jurisdiction's housing strategy.

Coppin Heights CDC was certified as a CHDO on June 16, 2010.

The policy of the City's HOME Program stipulates that CHDO operating expense loans must be tied to a specific housing development project, which will assist in defraying the additional costs to the organization. Coppin Heights CDC agrees by the acceptance of the CHDO operating expense loan that at a minimum it will commence a viable HOME project known and located at 2777, 2779, and 2781 W. North Ave. in Baltimore, Maryland within 24 months of loan closing. Coppin Heights CDC will substantially rehabilitate 2777 W. North Avenue and will construct new townhomes on the vacant lots of 2779 and 2781 W. North Ave. which constitutes three for-sale homeownership townhomes for households whose incomes do not exceed 60% of the area median income, adjusted for family size.

MINUTES

DHCD - cont'd

LOAN TERMS AND REPAYMENT**A. Interest Rate**

During the operating loan period the interest rate will be 0% per annum on sums advanced.

B. Term

The operating loan period will not exceed 24 months.

C. Repayment

If Coppin Heights CDC (the Borrower) commences a HOME project and if closing for the construction financing of the project occurs within 24 months of closing on the operating expense loan (the closing window), then the outstanding principal balance of the operating expense loan will be forgiven at project completion.

If the Borrower does not commence an approved HOME project within the closing window period, and closing on the construction financing does not occur within that same closing window period, the operating expense loan funds advanced will become a fully amortizing loan to be repaid in 24 consecutive monthly installments. This two-year period will commence at the end of the closing window and interest will be charged at the prime rate in effect at that time plus four percent.

MBE/WBE PARTICIPATION:

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

MINUTES

DHCD - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$25,000.00	9910-926010-9609	9910-906092-9610
Federal Home FY 2010	HOME FY 2010 Reserve	Coppin Heights CDC

This transfer will provide HOME funds to Coppin Heights CDC for the rehabilitation and construction of new townhomes on West North Avenue.

UPON MOTION duly made and seconded, the Board approved the HOME Investment Partnerships Program Community Housing Organization operating expense loan to Coppin Heights CDC. The Board also authorized the Commissioner of the Department of Housing and Community Development to execute any and all documents to effectuate this transaction subject to review and approval for form and legal sufficiency by the Department of Law. 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. The Comptroller **ABSTAINED**.

MINUTES

Department of Housing and - Local Government Resolutions
Community Development

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

The following organizations are applying to the State of Maryland's Community Investment Tax Credit Program (CITCP). A local government resolution of support is required by the State for all applications to this program for funding.

<u>Organization</u>	<u>Amount</u>
1. MARANATHA APOSTOLIC TEMPLE	\$ 20,000.00
	CITCP

The Maranatha Apostolic Temple located at 701 E. 25th Street proposes the College Training Camp Project. The project is developing an educational program that will be offered to college bound students. The students will be provided with educational materials, tutors/instructors, trainings/workshops and scholarships. The workshops will include financial literacy, financial aid, college preparation and time management.

The mission of the Maranatha Apostolic Temple is to provide spiritual support, life building skills, resources and a healthy environment for individuals to learn, grow and become professionals. The Maranatha Apostolic Temple is a faith-based organization with a foundation in Christian principles, and has been working in the Greater Greenmount community for over 14 years. A variety of outreach programs are available to the community and residents of Baltimore City.

2. MARANATHA APOSTOLIC TEMPLE	\$ 10,000.00
	CITCP

The Maranatha Apostolic Temple located at 701 E. 25th Street proposes the Technical Assistance and Capacity Building Project. The project will assist Eagle's Nest, a community group in the Greater Greenmount neighborhood, which has a consultant and materials to assist with strategic planning, board development and program evaluation. The goal is to provide health awareness, education and financial support to youth in the Greater Greenmount community.

MINUTES

DHCD - cont'd

The mission of the Maranatha Apostolic Temple is to provide support, resources, training and a safe environment for individuals to learn and grow together.

The Maranatha Apostolic Temple is a faith-based organization with a foundation in Christian principles and has been working in the Greater Greenmount community for over 14 years. A variety of outreach programs are available to the community and the residents of Baltimore City.

3. **ST. AMBROSE HOUSING AID CENTER, INC.** **\$ 50,000.00**
CITCP

The St. Ambrose Housing Aid Center, Inc. located at 321 E. 25th Street proposes the Homeownership - 2010 and Beyond Project. The project will create a holistic homeownership center model that embraces technology to meet the needs of the next generation of prospective homebuyers. This will include homeownership education online and on-site monthly workshops; certified financial literacy workshops as part of pre-purchase education and offered to rental property residents, comprehensive data collection to better report outcomes and to identify the targeted markets.

Additional staff attorney services will be available for loan document review prior to settlement, and a more aggressive outreach into the 'for-profit' foreclosure counseling. The funds will be used to cover the costs of increased technology, staff salaries, training and consultant services.

The mission of St. Ambrose Housing Aid Center, Inc. is to create, preserve and maintain equal housing opportunities for low and moderate-income individuals in Baltimore City and encourage and support strong and diverse neighborhoods. Since 1968, St. Ambrose has provided direct housing services to over 110,000 residents in Baltimore City.

MINUTES

DHCD - cont'd

4. **MARYLAND ASSET BUILDING AND COMMUNITY DEVELOPMENT (ABCD NETWORK)** **\$ 25,000.00**
CITCP

The ABCD Network, addressed at P.O. Box 1853, Sykesville, 21784 proposes the Affordable Housing Land Trusts Technical Assistance Project. The project will work with community based nonprofits throughout Baltimore City to identify technical assistance needs in order to develop Affordable Housing Land Trusts. In addition, the ABCD Network will work with lenders to examine financial products for compatibility with the Land Trust model. Models of City-wide or regional Land Trusts will be presented and discussed. Training will be developed and presented depending on the organization's needs.

The mission of the ABCD Network is to ensure strong and stable asset building and community development organizations through education, networking and advocacy. A City Committee meets monthly with 36 paid Baltimore-based organizational members throughout the City and has additional participating organizations, businesses and individual members. The goal is to promote efficiency and effectiveness of the member agencies and to assist in the mission to serve low-income individuals and communities.

5. **BALTIMORE MUSEUM OF INDUSTRY (BMI)** **\$ 25,000.00**
CITCP

The BMI located at 1415 Key Highway, proposes the Education for All Ages: Expanded Public Programs at the BMI Project. The project will raise funds from businesses and individuals to support the expansion of public programs, which will reach a larger audience to include seniors, families, cultural and heritage tourists. The BMI will offer a wide range of lectures, workshops, senior tours and children's programs in the summer. The funds will be used to underwrite the planning and implementation of year-round multigenerational educational programs about Baltimore history and will reinforce the museum as a cultural and educational anchor in the Inner Harbor south.

MINUTES

DHCD - cont'd

The BMI has been making improvements over the past several years to better serve casual visitors. The museum recently completed updates to its historic building and improved several key exhibit spaces.

The BMI's mission is to collect, preserve and interpret the industrial and technological heritage of the Baltimore region for the public by presenting educational programs and exhibits that explore the stories of Maryland's industries and the people who created and worked in them.

The BMI was founded in 1977 as a special project of the Mayor's Office to collect for future generations the stories and histories of businesses that were leaving the City; stories that were in danger of being lost. In May 1977, the BMI moved into the historic Platt & Co., cannery (c.1865) on Key Highway and opened to the public in November. The building is now the last remaining cannery in the Inner Harbor.

6. **PORT DISCOVERY CHILDREN'S MUSEUM** **\$ 50,000.00**
CITCP

The Port Discovery Children's Museum, located at 25 Market Place proposes the Flooring Replacement Project. The project will replace flooring throughout the museum, including carpet and safety materials surrounding KidWorks, the active play area. The current flooring was installed in 1998 when Port Discovery first opened its doors in the Fish Market building. The project will not only enhance Museum aesthetics but will ensure the health and safety of all visitors. Sound insulating flooring to reduce noise levels and use of embedded way-finding patterns will help to create a welcoming experience for the visitors. Child safety is a primary concern and therefore, high-impact flooring in KidWorks will protect children engaged in active play. Flooring is not just floor covering but an integral part of the play experience. Many visitors are in direct contact with flooring, especially the younger visitors engaged in Early Childhood exhibits and programs.

MINUTES

DHCD - cont'd

The mission of Port Discovery is to provide experiences that ignite imagination, inspire learning, and nurture growth through play. To fulfill this mission, the Museum is dedicated to offering innovative exhibits and creative programs that encourage intellectual social, emotional and physical growth, and provide creative learning opportunities for children. The Museum makes a positive impact on the lives of children by responding to community needs, and serves as an alternative educational resource for schools, teachers, and families. The Port Discovery Museum is a safe, fun and nurturing place where children and families learn together through play.

The Port Discovery Children's Museum was founded in 1976 and has since relocated to a central location near Baltimore's Inner Harbor to serve more visitors and target underserved communities and has become an integral part of the City's revitalization, and provides Maryland with a first-rate cultural institution dedicated to children.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the aforementioned local government resolutions. The Mayor **ABSTAINED** on item no. 6.

MINUTES

Department of Housing and Community Development (DHCD) - Employee Expense Report

ACTION REQUESTED OF B/E:

The Board is requested to approve the expense report for Ms. Joyce Drake for the months of November and December 2009, and January 2010.

AMOUNT OF MONEY AND SOURCE:

\$ 29.60 - November 2009
26.68 - December 2009
71.59 - January 2010
\$127.87 - **Account:** 4000-486310-6050-452299-603002

BACKGROUND/EXPLANATION:

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

The request is late because the employee submitted it late for processing.

APPROVED FOR FUNDS BY FINANCE**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the expense report for Ms. Joyce Drake for the months of November and December 2009, and January 2010.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

* * * * *

On the recommendations of the City agencies
hereinafter named, the Board

UPON MOTION duly made and seconded,

awarded the formally advertised contracts

listed on the following pages:

4446 - 4448

to the low bidders meeting the specifications,
deferred action, or rejected bids on those as indicated
for the reasons stated.

The Transfer of Funds was approved

SUBJECT to receipt of favorable report

from the Planning Commission,

the Director of Finance having reported favorably

thereon, as required by the provisions

of the City Charter.

The President **ABSTAINED** on item no. 1 and 2.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS:

Bureau of Water & Wastewater

1.	SC 867, Rehabilitation/ Replacement of Southwest Diversion Pressure Sewer-Phase II	Spiniello Companies	\$6,674,000.00	
	MBE: Apex Petroleum Corp		\$400,000.00	5.99%
	K-O Construction, Inc.		140,000.00	2.10%
	Navarro & Wright Consulting Engineers, Inc.		20,000.00	0.30%
	Collaso Contractors, Inc.		<u>108,000.00</u>	<u>1.62%</u>
	Total		\$668,000.00	10.01%
	WBE: Empire Landscaping, LLC		\$ 52,800.00	0.79%
	Fallsway Construction, Company, LLC		50,000.00	0.75%
	R & R Contracting Utilities, Inc.		165,000.00	2.47%
	Total:		<u>\$267,800.00</u>	<u>4.01%</u>

MWBOO FOUND VENDOR IN COMPLIANCE.

A LETTER OF PROTEST WAS RECEIVED FROM THE JOSEPH B. FAY CO.

Clerk: The protest from the Joseph B. Fay Co. was withdrawn. That item will now move to the routine agenda.

2. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$1,945,177.34	9956-905609-9549	
Wastewater Rev.	Constr. Res.	
Bonds	Southwest Diversion Station	
6,864,502.66	"	"
Baltimore County		
<u>\$8,809,680.00</u>		

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS:

Bureau of Water & Wastewater

TRANSFER OF FUNDS - cont'd

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 667,400.00	-----	9956-907612-9551-2 Extra Work
667,400.00	-----	9956-907612-9551-3 Design
400,440.00	-----	9956-907612-9551-5 Inspection
6,674,000.00	-----	9956-907612-9551-6 Construction
400,440.00	-----	9956-907612-9551-9 Administrative
<u>\$8,809.680.00</u>		

This transfer will provide funds to cover the cost of SC 867, Rehabilitation/Replacement of Southwest Diversion Pressure Sewer-Phase II.

Bureau of Purchases

- 3. B50001700, Vulcan, Inc. \$130,000.00
Aluminum Sheets

MWBOO GRANTED A WAIVER.

- 4. B50001625, Tech- - **REJECTION** - Vendors were solicited by
nical Services for posting on CitiBuy and in local news-
Oxygen Plants at papers. The only bid received was
Patapsco Wastewater opened on September 15, 2010
Treatment Plant and found to be non-responsive.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS:Bureau of Purchases - cont'd

EXTENSION - The Board is requested to extend Solicitation BP-05091, Technical Service Contract for Two Oxygen Plants at the Patapsco Wastewater Treatment Plant with Mixing and Mass Transfer Technologies, LLC. The specifications will be reviewed, re-visited and re-bid.

5.	B50001673, Inspection, Repair and Maintenance Services for Automatic Sprinkler Systems	<u>1st Call</u> Advanced Fire Protection Systems, LLC	\$686,100.00
		<u>2nd Call</u> Fireline Corporation	\$200,000.00

MWBOO SET GOALS OF 5% MBE AND 3% WBE. ON NOVEMBER 22, 2010, ALL VENDORS WERE FOUND IN NON-COMPLIANCE. AWARD IS RECOMMENDED CONTINGENT UPON THE VENDORS COMING INTO COMPLIANCE WITHIN TEN DAYS OF THE AWARD.

MINUTES

Department of Finance - Payment In Lieu of Taxes Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Payment In Lieu of Taxes (PILOT) Agreement with 18 W. Read St., Inc. (18 W. Read St.). The period of the agreement is effective as long as the property remains as housing for low-income households.

AMOUNT OF MONEY AND SOURCE:

\$ 742,858.00	State Partnership Rental Housing Loan
1,057,903.00	DHMH Grant
48,647.00	Deferred Fee
\$1,849,408.00	

BACKGROUND/EXPLANATION:

The 18 W. Read St. is an entity controlled by Community Housing Associates. The PILOT for this project is for 10% of the gross rent minus utility payments. The estimated annual amount of this agreement is approximately \$10,501.00 per year. The agreement is to run for as long as the property remains as housing for low-income households.

This is a project of Community Housing Associates, Inc. (CHA) to rehabilitate a vacant and abandoned 10-unit building in Mt. Vernon and manage it for use as special needs rental housing. The State is requiring, as a condition of its loan, that 18 W. Read St. secure a PILOT from the City for the project. No capital assistance from the City is being requested. To finance the project, 18 W. Read St. has applied for State funds and HABC rental subsidy assistance in support of special needs housing.

This request has been reviewed by the PILOT Committee.

MINUTES

Department of Finance - cont'd

MBE/WBE PARTICIPATION:

The developer has signed the Commitment to Comply with Article 5, Subtitle 28 of the Baltimore City Code, Minority and Women's Business Enterprise Program and has covenanted to use.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Payment In Lieu of Taxes Agreement with 18 W. Read St., Inc. The President **ABSTAINED**.

MINUTES

Bureau of Water & Wastewater (BW&WW) - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the execution of an agreement with Patton Harris Rust and Associates, Inc. (PHRA) Hazen & Sawyer, P.C. for Project WC 1173, Design of Guilford Finished Water Reservoir Improvements. 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:

\$ 695,737.19 - Baltimore City Water Revenue Bonds
1,107,615.81 - Baltimore County
\$1,803,353.00 - 9960-903710-9557-900020-703032

BACKGROUND/EXPLANATION:

This agreement provides for the design of Guilford Finished Water Reservoir Improvements. PHRA/Hazen & Sawyer, P.C. will provide engineering services which will include draining and demolition of the reservoir, constructing two buried pre-stressed concrete finished water storage tanks, inlet and outlet, tank by-pass mains, flow facilities, and site enhancements and grading. In addition the consultant will design stormwater pond, drains structures and related appurtenances, including managing and implementing community outreach activities in concert with the City's Public Information Office.

The consultant was approved by the Architectural and Engineering Awards Commission.

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

MINUTES

BW&WW - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 771,604.00	9960-904709-9558	
County	Constr. Res.	
Approp.	Towson Finished	
	Water Reservoir	
1,228,396.00	" "	
Water Rev.		
Bonds		
<u>\$2,000,000.00</u>	-----	9960-903710-9557-
		900020-3
		Engineering

This transfer will provide funds to cover the cost of the design for Project WC1173 - Design of Guilford Finished Water Reservoir Improvements.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with Patton Harris Rust and Associates, Inc. Hazen & Sawyer, P.C. for Project WC 1173, Design of Guilford Finished Water Reservoir Improvements. 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. The President **ABSTAINED**.

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 Hazen and Sawyer/AECOM, a Joint Venture, for Project WC 1211, Ashburton Reservoir UV Disinfection study. The period of the agreement is effective upon Board approval for 18 months.

AMOUNT OF MONEY AND SOURCE:

\$319,766.30 - Baltimore City Water Revenue Bonds
207,935.70 - Baltimore County
\$527,702.00 - 9960-904743-9557-900020-703032

BACKGROUND/EXPLANTION:

The Consultant will provide engineering services to study and recommend a location for ultraviolet disinfection and hypochlorite facilities associated with the Ashburton Reservoir. They will also, manage and implement community outreach activities in concert with the City's Public Information Office.

The Consultant was approved by the Office of Boards and Commission and Architect and Engineer Award Commissions.

MBE/WBE PARTICIPATION:

MBE: EBA Engineering, Inc.	\$ 71,519.00	13.55%
Shah & Associates, Inc.	<u>73,015.00</u>	<u>13.84%</u>
	\$144,534.00	27.39%
WBE: Sahara Communications, Inc.	\$ 33,714.00	6.39%
CL Warfield & Associates, Inc.	<u>19,839.00</u>	<u>3.76%</u>
	\$ 53,553.00	10.15%

MWBOO FOUND VENDOR IN COMPLIANCE

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

MINUTES

BW&WW - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$256,122.75	9960-904715-9558	
County Appro-	Constr. Reserve	
priations	Ashburton Finished	
	Water Reservoir	
393,877.25	" "	
Water Revenue		
Bonds		
<u>\$650,000.00</u>		
\$527,909.00	-----	9960-904743-9557-
		900020-3
		Engineering
122,091.00	-----	9960-900473-9557-
<u>\$650,000.00</u>		900020-9
		Administration

The funds are required to cover the costs of the Study of WC 1211, Asburton Reservoir UV Disinfection.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with Hazen and Sawyer/AECOM, a Joint Venture, for Project WC 1211, Ashburton Reservoir UV Disinfection study. 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. The President **ABSTAINED**. The Comptroller **ABSTAINED**.

MINUTES

Bureau of Water and Wastewater - Amendment No. 2 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of amendment no. 2 to agreement for Project 1086R, Urgent Storm Water Engineering services with Rummel, Klepper & Kahl, LLP (RK&K). The amendment extends the period of the agreement through February 3, 2012.

AMOUNT OF MONEY AND SOURCE:

\$250,000.00 - 9958-903445-9550-900020-703032

BACKGROUND/EXPLANATION:

On February 04, 2009, the Board approved the award to RK&K to provide Urgent Need Engineering Services to improve the City's storm drain system for the Storm Water Engineering Offices. On February 03, 2010, the Board approved the amendment to extend the agreement for an additional year, and an additional \$250,000.00 to the original agreement amount.

The Board is requested to approve an additional year and an additional \$250,000.00 increase to the original agreement amount. RK&K will continue to provide engineering services to include preparation of contract documents, plans and specifications, cost estimates, permits, survey, and alignment borings, hydraulic analysis, project management, field investigation, emergency services and geotechnical services.

The consultant was approved by the Architectural and Engineering Awards Commission.

MBE: EBA Engineering, Inc.	\$32,500.00	13%
Daniel Consultants, Inc.	20,000.00	8%
	<u>\$52,500.00</u>	<u>21%</u>

MINUTES

Bureau of Water and Wastewater - cont'd

WBE: Floura Teeter Landscape Architects, Inc.	\$12,500.00	5%
Elizabeth Comer Anderson/ Archeology	<u>5,000.00</u>	<u>2%</u>
	\$17,500.00	7%

MWBOO FOUND VENDOR IN COMPLIANCE

APPROVED FOR FUNDS BY FINANCE

AUDITS NOTED THE TIME EXTENSION AND INCREASE.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the amendment no. 2 to agreement for Project 1086R, Urgent Storm Water Engineering services with Rummel, Klepper & Kahl, LLP. The President **ABSTAINED**.

MINUTESBureau of Water and Wastewater - Post Award Services Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a post award services agreement with Johnson, Mirmiran & Thompson, Inc. (JMT), for SC 855, ENR Modifications to Existing Facilities at the Patapsco Wastewater Treatment Plant-Post Award Services. The period of the post award services agreement is effective upon Board approval for four years or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$ 388,572.04 - State
 383,179.61 - Baltimore City Revenue Bonds
 814,256.68 - Baltimore County
\$1,586,008.33 - 9956-904529-9551-900010-703031

BACKGROUND/EXPLANTION:

The JMT will provide engineering post award services during construction of SC 855. The engineering services will include: review of shop drawings, response to requests for information, and preparation of operational and maintenance manuals, and training. The Consultant will attend coordination meetings with Contractors and Engineers from Sanitary Contracts No. 845 and 852. In addition, the Consultant will conduct conditional and final acceptance inspection and prepare punch list items.

MBE/WBE PARTICIPATION:

MBE: Chester Engineers, Inc.	\$ 22,737.96	1.43%
Findling, Inc.	45,471.29	2.87%
Sidhu Associates, Inc.	68,551.88	4.32%
EBA Engineering, Inc.	56,460.67	3.56%
Phoenix Engineering, Inc.	<u>250,260.50</u>	<u>15.78%</u>
	\$443,482.30	27.96%

MINUTES

Bureau of Water and Wastewater - cont'd

WBE: Carroll Engineering, Inc. \$181,538.64 11.45%

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 and authorized execution of the post award services agreement with Johnson, Mirmiran & Thompson, Inc., for SC 855, ENR Modifications to Existing Facilities at the Patapsco Wastewater Treatment Plant-Post Award Services. The President **ABSTAINED.**

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- | | | |
|---|--------------------|--------------------|
| 1. <u>GETINGE USA, INC.</u> | <u>\$7,800.00</u> | <u>Low Bid</u> |
| Solicitation No. B50001728 - PM for Getinge Autoclave Sterilizer Equipment - Req. No. R555860 | | |
| 2. <u>ATLANTIC TACTICAL, INC.</u> | <u>\$5,420.80</u> | <u>Low Bid</u> |
| Solicitation No. B50001716 - Serps Holsters and Magazine Holders - Police Department - Req. No. R562568 | | |
| 3. <u>AMES, INC.</u> | <u>\$21,998.00</u> | <u>Sole Source</u> |
| Solicitation No. 08000 - Rotating Assembly for Fairbanks Morse Pump - Department of Public Works - Req. No. R562218 | | |

The vendor is the sole source distributor for Baltimore of spare parts for the Fairbanks Morse Pumps.

- | | | |
|---|-------------------|----------------|
| 4. <u>TIPCO TECHNOLOGIES, INC.</u> | <u>\$7,729.00</u> | <u>Low Bid</u> |
| Solicitation No. B50001726 - Pole Pads and Gaskets - Fire Department - Req. No. R562593 | | |
| 5. <u>ODONNELL CLEANERS</u> | <u>\$8,500.00</u> | <u>Low Bid</u> |
| Solicitation No. B50001737 - Laundry and Dry Cleaning Services - Police Department - Req. No. R561822 | | |

The period of the award is December 15, 2010 through December 14, 2011.

- | | | |
|--|-------------------|----------------|
| 6. <u>OCEAN EYE, INC.</u> | <u>\$8,000.00</u> | <u>Low Bid</u> |
| Solicitation No. B50001737 - Maintenance of Fire Department Scuba Equipment - Fire Department - Req. No. R559284 | | |

The period of the award is December 15, 2010 through December 14, 2011.

- | | | |
|---|--------------------|-----------------|
| 7. <u>AW INDUSTRIES, INC.</u> | <u>\$12,900.00</u> | <u>Only Bid</u> |
| Solicitation No. B50001737 - Twin Mattresses - Fire Department - Req. No. R561460 | | |

The price is considered fair and reasonable. The period of the award is December 15, 2010 through December 14, 2011.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- | | | |
|---|-------------|----------|
| 8. MARYLAND FIRE EQUIPMENT CORP. | \$15,000.00 | Only Bid |
| Solicitation No. B50001723 - Fire Helmet Repairs - Fire Department - Req. No. R561767 | | |

The price is considered fair and reasonable. The period of the award is December 15, 2010 through December 14, 2011.

- | | | |
|---|-------------|---------|
| 9. THOMPSON GAS | \$10,000.00 | Low Bid |
| Solicitation No. B50001727 - Propane - Fire Department - Req. No. R562247 | | |

The period of the award is December 15, 2010 through December 14, 2011.

- | | | |
|--|------------|-------------|
| 10. GOTTLIEB & WERTZ, INC. | \$8,000.00 | Sole Source |
| Solicitation No. 08000 - Statistical Analysis for Juvenile Case Management System - Circuit Court - Req. No. R562103 | | |

The vendor is the sole source provider of the proprietary software system from which the data analysis is needed.

- | | | |
|--|-------------|-------------|
| 11. COMMERCIAL FUEL SYSTEMS, INC. | \$24,000.00 | Sole Source |
| Solicitation No. 08000 - CNG Fueling - Department of General Services - Req. No. R562176 | | |

The vendor is the only CNG station in the Baltimore area. The period of the award is December 15, 2010 through December 14, 2011.

- | | | |
|---|-------------|----------|
| 12. TEXAS BOOM COMPANY, INC. | \$12,111.00 | Only Bid |
| Solicitation No. B50001734 - Spill Containment Boom - Department of Public Works - Req. No. R559300 | | |

The price is considered fair and reasonable. The period of the award is December 28, 2010 through December 27, 2011, with two 1-year renewal options.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- | | | |
|--|-------------|---------------------------|
| 13. GREENWALD & CO.,
d/b/a ARROW PARKING | \$28,359.00 | Sole Source/
Agreement |
| Solicitation No. 08000 - Parking Agreement - Health Department
- Req. No. R559981 | | |

The Board is requested to approve and authorize execution of an agreement with Greenwald & Co., d/b/a Arrow Parking. The period of the agreement is effective upon Board approval for one year.

To meet the parking needs of the Operation Safe Kids Program the vendor's location is uniquely suited to the agency's proximity and safety requirements.

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

- | | | |
|---|-------------|---------------------------|
| 14. HACH
COMPANY | \$60,000.00 | Sole Source/
Agreement |
| Solicitation No. 08000 - Provide DPD Powder, Reagents and Part
for Online Analyzers - Department of Public Works, Bureau of
Water and Wastewater - Req. No. Various | | |

The Board is requested to approve and authorize execution of an agreement with Hach Company. The period of the agreement is effective upon Board approval for three years.

The vendor is the sole manufacturer and distributor of the unique equipment and parts required by the Department of Public Works to perform chlorine residuals sampling.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

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

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

15. WRIGHT EXPRESS

FINANCIAL SERVICES

CORPORATION	\$370,000.00	Renewal
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Solicitation No. BP-07006 - Fleet Fuel Credit Card Services -
Department of General Services - Req. Nos. Various

On January 10, 2007, the Board approved the initial award in the amount of \$2,000,000.00. The award contained two 1-year renewals options at the sole discretion of the City. The period of the renewal is January 1, 2011 through December 31, 2011, with one 1-year renewal option remaining.

MWBOO GRANTED A WAIVER.

16. FISHER SCIENTIFIC

COMPANY, LLC	\$ 35,464.00	Renewal
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Solicitation No. B50001340 - RPR Antigens - Health Department
- Req. No. R554714

On February 10, 2010, the Board approved the initial award in the amount of \$24,552.00. The award contained two 1-year renewal options at the sole discretion of the City. The period of the renewal is December 15, 2010 through December 14, 2011, with one 1-year renewal option remaining.

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>
---------------	------------------------	--------------------

Bureau of Purchases

- | | | |
|---|--------------|----------|
| 17. GEIGER PUMP &
EQUIPMENT CO., | \$ 80,000.00 | Increase |
| Solicitation No. 08000 - ITT Goulds & ITT Allis Chalmers Pump
Parts - Department of Public Works, Bureau of Water and
Wastewater - P.O. No. P509739 | | |

On August 12, 2009, the Board approved the initial award in the amount of \$80,000.00. Subsequent actions have been approved. Due to an increase in demand for these products, an increase in the amount of \$80,000.00 is necessary, making the total award amount \$200,000.00.

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

- | | | |
|---|--------------|----------|
| 18. FERNO-WASHINGTON | \$ 31,160.00 | Increase |
| Solicitation No. 08000 - Stretchers - Fire Department - Req.
No. R541503 | | |

On April 28, 2010, the Board approved the initial award in the amount of \$91,020.00. Due to an increase in demand for these products an increase in the amount of \$31,160.00 is requested making the total award amount \$122,180.00.

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

19. PRIORITY HEALTHCARE

DISTRIBUTION, INC.,

d/b/a CURASCRIPPT SPECIALTY

DISTRIBUTION

\$ 30,000.00

CVS CORPORATION

30,000.00

\$ 60,000.00

Renewal

Solicitation No. 08000 - Implanon - Health Department - P.O.
Nos. P511462 and P511463

On December 16, 2009, the Board approved the initial award in the amount of \$60,000.00. The award contained two 1-year renewal options at the sole discretion of the City. The period of the renewal is December 16, 2010 through December 15, 2011, with one 1-year renewal option remaining.

MWBOO GRANTED A WAIVER.

20. VEOLIA TRANSPORTATION,

INC.

\$37,500,000.00

Renewal

Solicitation No. BP-06059 - Provide Medical Transportation -
Health Department - Req. No. P.O. P506214

On November 3, 2005, the Board approved the initial award in the amount of \$30,469,755.00. This is the sole five-year renewal option. The period of the renewal is January 1, 2011 through December 31, 2015.

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

MBE: Branch Transportation	1.%
T. Green Transportation	4.%
L & D Delivery, Inc.	1.%
Millennium Auto Parts	1.%
HWC Ambulance, LLC	12.%
Gordon Gingles Transport Services	1.%
J & P Childs Transportation	.0044%

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

WBE: M.R. Hopkins Transportation		8.%
Washington Uniforms		1.%

MWBOO FOUND VENDOR IN COMPLIANCE.

UPON MOTION duly made and seconded, the Board approved the informal awards, renewals, increases to contracts and extensions, and agreements. The President **ABSTAINED** on item nos. 14 and 17.

MINUTES

Department of Law - Minority and Women's Business Opportunity
Office (MWBOO) Maximum Size Standards

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the Maximum Size Standards for minority and women-owned firms that are authorized to do business with the City as part of its MBE/WBE Participation Program. The standards and general policy will become effective January 1, 2011.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

A Size Standard is the largest a for-profit firm can be and still qualify as a business eligible to participate in the MBE/WBE Program.

As part of the 2007 Disparity Study that reauthorized the current version of the MBE/WBE Program, the consultant noted that in order to comply with the judicial requirement of "narrowly tailored," among other things, only small firms should be allowed to participate in the program. The current law, Article 5, Subtitle 28-80 of the Baltimore City Code, authorizes the Board, with advice from the MWBOO, to establish maximum size standards for such minority and women business enterprises.

In March of this year, the MWBOO developed proposed size standards by industries. The proposal and general policies were distributed for written comments. The proposal was shared with contracting associations, assistance organizations, various chambers of commerce, individual firms, members of the City Council's Small Business Committee, and it was posted on the Office's website for at least 60 days. On September 27, 2010, MWBOO hosted a public hearing to give those who did not submit a written response the opportunity to express their opinions regarding the proposal. Of the 24 individuals attending the hearing, 5 provided oral testimony. With both the written responses and oral testimony, more firms favored than opposed the proposed size standards.

MINUTES

Department of Law - cont'd

The Size Standards cover 249 types of businesses in 73 industries and are determined by the average annual gross receipts or the number of employees. The highest maximum standard that is recommended is \$40,000,000.00 for heavy construction firms and 125 employees for certain manufacturing firms. As proposed, most firms will be evaluated for 3 out of 5 years. If a firm reaches the maximum amount of revenue for 3 years, that firm's certification will be put in a suspended status, and it will not be allowed to participate in the MBE/WBE program. If during the next two years, the revenue falls below the maximum amount for that industry, the firm will be allowed to re-enter the program. Conversely, if the firm maintains the maximum amount of revenue after 3 years of not participating in the MBE/WBE Program, it will be graduated and will no longer be certified as eligible to be part of the Program. The MWBOO will report to the Board annually, by December 31, on the companies that graduate from the MBE/WBE program.

Annual gross receipts or sales will be as defined by the United States Internal Revenue Service and will be determined by reviewing federal tax returns.

Effective immediately, if an applicant exceeds the size standards for a particular industry, it is not eligible for certification in that industry even though the firm may be owned and controlled by minorities or women.

MINUTES

Department of Law - cont'd

SERVICE CODES AND DESCRIPTIONS

Codes	Description	Size standards in millions of dollars	Size standards in number of employees
A. COMMODITIES			
1) <u>Suppliers</u>			
	a) Automotive		
	Parts (excluding tires)	15.0	
	Tires	15.0	
	Vehicles (dealers)	36.0	
	b) Books/periodicals (excluding Retail Stores)	15.0	
	c) Clothing/apparel (excluding Retail Stores)	15.0	
	d) Computer and Electronic Equipment and	18.5	
	Supplies		
	i. Cameras and photographic supplies		
	ii. Computer Accessories		
	iii. Hardware		
	iv. Peripheral equipment		
	v. Scanning equipment		
	vi. Software		
	vii. Other		
	e) Construction materials and supplies	25.0	
	i. Brick, stone and related masonry materials and supplies		
	ii. Carpeting and flooring products		

MINUTES

	iii. Electrical equipment and supplies		
	iv. Iron, metal and steel products		
	v. Lumber and wood products		
	vi. Mechanical equipment and supplies		
	vii. Paint, varnish and related products		
	viii. Roofing materials and supplies		
	ix. Windows and doors		
	x. Other		
	f) Food and Beverage (excluding Retail Stores)	12.5	
	i. Beverages		
	ii. Food products		
	iii. Paper goods		
	iv. Other		
	g) Fuel	15.0	
	i. Gasoline		
	ii. Heating oil		
	iii. Petroleum		
	h) Furnishings	15.0	
	i. Appliances		
	ii. Furniture (other than office furniture)		
	iii. Window treatments		
	i) Hardware	15.0	
	j) Industrial supplies	15.0	
	k) Office (excluding Retail Stores and Computer and Electronic)	15.0	
	i. Equipment		

MINUTES

	ii. Furniture		
	iii. Paper/Stationery		
	iv. Other		
	<u>l) Pharmacies (excluding retail stores)</u>	15.0	
	m) Retail Stores	12.5	
	i. Books/magazines		
	ii. Clothing/apparel		
	iii. Florists		
	iv. Food/groceries		
	v. Office supplies		
	vi. Pharmacies		
	vii. Other		
	n) Trees and nursery products	9.5	
	o) Other	9.5	
	<u>2) Manufacturers</u>		125
	a) Asphalt		
	b) Chemicals		
	c) Clothing/apparel		
	d) Concrete		
	e) Foods/spices		
	f) Glass products		
	g) Industrial cleaners/soaps		
	h) Ornamental plaster		
	i) Paint and allied products		
	j) Paper products		
	k) Signs		
	l) Textiles		
	m) Window treatments		
	o) Wood products/architectural woodwork/ millworks		
	n) Other		

MINUTES

B. CONSTRUCTION			
1) <u>Streets and Highways</u>		40.0	
	a) Bridgework		
	b) Concrete		
	c) Curbs, gutters and sidewalks		
	d) Paving		
	e) Pile driving		
2) Utilities		40.0	
	a) Drainage structures		
	b) Duct line construction		
	c) Oil and Gas pipelines		
	d) Sewer line construction		
	e) Water line construction		
3) Specialty		25.0	
	a) Carpentry		
	b) Demolition		
	c) Door and window installation		
	d) Drywall and insulation		
	e) Earthwork and site preparation		
	f) Electrical		
	g) Elevators		
	h) Erosion and sediment control		
	i) Fencing and guardrails		
	j) Fire protection systems		
	k) Flooring		
	l) Glass and glazing		
	m) HVAC		
	n) Masonry		
	o) Painting and wall coverings		
	p) Plumbing		
	q) Roofing		
	r) Structural steel and ironwork installation		
	s) Underwater construction		
	t) Welding		
	u) Other		

MINUTES

4) Construction Management/Inspection		15.5	

C. ARCHITECTURAL			
1) <u>Architectural Services</u>		20.0	
2) <u>Landscape and Architectural Services</u>		20.0	

D. ENGINEERING			
1) <u>Professional Engineering</u>		20.0	
2) <u>Surveying/Mapping</u>		20.0	

E. SERVICES			
1) <u>General Services</u>			
	a) Administrative and Management	10.0	
	i. Appointment scheduling		
	ii. Call centers		
	iii. Court reporting		
	iv. Information and referral hotline		
	v. Office administrative support services		
	vi. Management consulting		
	vii. Payroll processing		
	viii. Process services		
	ix. Stenographic services		
	x. Telephone answering services		

MINUTES

	b) Arts and entertainment		
	i. Entertainers, performers, actors	8.0	
	ii. Media production	15.0	
	iii. Motion picture, video and sound recording	15.0	
	c) Educational	10.5	
	i. Curriculum development		
	ii. Early childhood services		
	iii. Lectures, seminars and workshops		
	iv. Professional and management training		
	v. Special education services		
	vi. Translation and interpretive services		
	vii. Vocational rehabilitation		
	d) Environmental/Remediation	15.5	
	i. Air conditioning and duct cleaning		
	ii. Asbestos abatement		
	iii. Ground water monitoring		
	iv. Lead abatement		
	v. Mold remediation		
	vi. Radon detection		
	vii. Recycling		
	viii. Site inspection and assessment		
	ix. Testing and remediation		
	x. Underground/above ground storage tank installation and removal		
	e) Energy Management and Consulting	10.5	
	f) Exterminating/pest control	12.5	
	g) Financial		

MINUTES

	i. Banks and savings loans	200 millions in assets	
	ii. Collection agencies	12.0	
	iii. Financial collections		
	iv. Financial consulting		
	v. Fundraising consulting		
	vi. Investment services		
	vii. Securities		
	viii. Third party financing		
	h) Food and Beverage	15.5	
	i. Catering		
	ii. Delivery (excluding Frozen)		
	iii. Food services consulting		
	iv. Frozen food delivery		
	v. Restaurant		
	i) Graphic Design	12.0	
	j) Human Resources/Personnel	10.0	
	i. Benefits and compensation consulting		
	ii. Deferred compensation administration		
	iii. Diversity training and consulting		
	iv. Employee counseling		
	v. Employee training		
	vi. Employment agency		
	vii. Human resources consulting		
	viii. Temporary staffing	15.0	
	k) Information Services (excluding Internet)	17.0	
	i. Broadcasting		
	1. Cable and subscription programming		
	2. Radio stations		
	3. Television stations		
	ii. Publishing		100
	1. Books		
	2. Magazines/periodicals		

MINUTES

	3. Newspapers		
	l) Information Technology	27.5	
	i. Computer training		
	ii. Data processing and analysis		
	iii. GIS services		
	iv. Help desk services		
	v. IT consulting		
	vi. Network design and integration		
	vii. Systems design and integration		
	viii. Website design		
	ix. Wireless services		
	m) Insurance	12.0	
	i. Appraisals		
	ii. Background investigations		
	iii. Bonding		
	iv. Claims management services		
	v. Fidelity		
	vi. Health/accident		
	vii. Life		
	viii. Property		
	ix. Other		
	n) Interior Design	12.0	
	o) Janitorial/Cleaning	18.5	
	i. Carpet and upholstery cleaning		
	ii. Commercial and industrial		
	iii. Fire and water damage cleaning		
	iv. General cleaning		
	v. Post-construction cleaning		
	vi. Pressure washing		
	vii. Snow removal		
	viii. Window washing		
	p) Landscaping	15.5	
	i. General		

MINUTES

	ii. Grass cutting/mowing		
	iii. Tree maintenance and services		
	q) Locksmiths	10.0	
	r) Lodging	10.0	
	i. Bed and breakfast		
	ii. Hotel/Motel		
	iii. Transitional housing		
	s) Personal Services	8.5	
	i. Laundry and garment services		
	ii. Personal chef		
	t) Photography	9.5	
	i. Commercial photography		
	ii. Photograph restoration		
	u) Printing	15.5	
	v) Public Relations and Marketing	12.0	
	w) Real Estate	12.5	
	i. Appraisers		
	ii. Consultants		
	iii. Developers		
	iv. Property management		
	v. Sales		
	vi. Settlement and title services		
	x) Repair and Maintenance		
	i. Automotive service and repair	10.0	
	ii. Communication equipment service and repair	10.0	
	iii. Computer service and repair	20.0	
	iv. Elevator service and repair	10.0	
	v. Fire extinguisher service and repair	10.0	
	vi. Furniture reupholster and repair	10.0	

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	vii. Office machine services and repair	10.0	
	viii. Other		
	y) Residential Care	15.5	
	i. Assisted living facilities		
	ii. Domiciliary care facilities		
	iii. Health care aides		
	iv. Senior citizens group homes		
	z) Security guards	20.0	
	i. Armed		
	ii. Unarmed		
	aa) Social Services	10.0	
	i. Children and youth services		
	ii. Daycare services		
	iii. Housing intervention		
	iv. Temporary shelter		
	bb) Telecommunications	27.5	
	i. Cabling services		
	ii. Communications systems installation and maintenance		
	iii. Local/long distance services		
	iv. Telephone installation services		
	v. Wireless services		
	cc) Travel agencies	10.0	
	dd) Warehousing and storage services	25.5	
	i. General (excluding refrigerated)		
	ii. Refrigerated		
	ee) Waste management (excluding transportation and disposal)	15.5	
	i. Chemical waste management		

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	ii. Hazardous waste management		
	iii. Non-hazardous waste management		
2) Professional	(Excluding Architectural and Engineering)	12.5	
	a) Accountants and accounting services		
	b) Attorneys		
	c) Healthcare		
	i. Dentists		
	ii. Mental health practitioners		
	iii. Nurses		
	iv. Occupational therapist		
	v. Outpatient care centers		
	vi. Pharmacists		
	vii. Physical therapists		
	viii. Physicians		
	ix. Registered dieticians		
	x. Speech therapists		
	xi. Substance abuse centers		
	xii. Veterinary services		
	d) Laboratories		
	e) Planning		
	i. Transportation		
	ii. Urban		
	f) Scientists		
3) Transportation			
	a) Courier/messenger	25.5	
	b) Local delivery		
	c) Passenger	11.0	
	i. Ambulatory		
	ii. Bus		
	iii. Limousine		

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	iv. Special needs		
	v. Taxi		
	d) Trucking	27.0	
	i. Chemical transport		
	ii. Fuel delivery		
	iii. Hazardous materials collection and disposal		
	iv. Local hauling		
	v. Long distance hauling		
	vi. Non-hazardous materials collection and disposal/roll-off services		
	vii. Specialized freight		
	e) Support services	10.0	
	i. Packing and crating		
	ii. Parking lot/garage management		
	iii. Towing		
	iv. Traffic maintenance		
	v. Transportation management/scheduling		

IMPLEMENTING GUIDELINES

The following are general policies for implementing the size standards:

- (1) For general or professional service firms, the size determination will be based on the average of annual gross receipts or sales for a period of not less than 3 nor more than 5 years.

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- (2) For manufacturers, publishers, and telecommunications carriers, the size determination will be based on the average number of employees during the firm's pay periods for the preceding 24 months.
- (3) For retail firms, the size determination will be based on the average of annual gross receipts or sales for a period of not less than 3 years.
- (4) Size determination will apply to a business enterprise, its subsidiaries and affiliates.
- (5) Annual gross receipts or sales will be as defined by the United States Internal Revenue Service and determined by reviewing federal tax returns.
- (6) The number of employees counted in determining size will include all individuals employed on a full-time, part-time, temporary, or other bases.
- (7) If an entity is involved in 2 or more industries, the size standards will be applicable to the one that generates the higher percentage of revenue or to which the greater number of individuals is assigned.

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- (8) If a certified business enterprise has a 3-year gross revenue average, or if within the preceding 24 months has a number of employees that meets or exceeds the revenue or employee total established by the Board of Estimates, the company will be placed in a pending status, but may not participate in the program as a certified business enterprise.
- a) During the next 2 years, if the average annual gross sales or annual employment total decreases to less than the totals noted above, the business enterprise will be eligible to participate in the program as a certified business enterprise through the recertification process.
 - b) After 3 years of non-participation, if the business enterprise continues to meet or exceed the revenue or employee totals noted above, the business enterprise is considered to have graduated and will no longer be certified and eligible to participate in the program.

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- (9) If an applicant exceeds the size standard for a particular industry, it is not eligible for certification in that industry even though the firm may be owned and controlled by minorities or women.

UPON MOTION duly made and seconded, the Board approved and authorized the Maximum Size Standards for minority and women-owned firms that are authorized to do business with the City as part of its MBE/WBE Participation Program.

MINUTES**PROPOSALS AND SPECIFICATIONS**

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

Bureau of Water and Wastewater - WC 1214, Repaving Utility
Cuts at Various Locations
BIDS TO BE RECV'D: 1/26/2011
BIDS TO BE OPENED: 1/26/2011

The President **ABSTAINED.**

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ACKNOWLEDGEMENT

President: "Mr. Nilson."

City Solicitor: "I would like to ask Erin Sher who is an exceptional lawyer for the Law Department to come forward with some special guests for the morning. These are some of the students who are here with as part of the CLIA Program which the Law Department has supported and been involved in for many years, and Erin if maybe if you would give them a general introduction and ask each of them to tell us their names and what their interest are."

Student: "Hi my name is Rashuana."

City Solicitor: "You need to speak into the microphone."

Ms. Sher: "They are all from Northwestern High School in the Community Law and Action Program."

Ms. Rashuana Jefferson: "Hi my name is Rashauna Jefferson."

City Solicitor: "And do you know who the different folks are sitting at the table?"

Ms. Jefferson: "I know her."

City Solicitor: "Do you know the lady sitting to my right and Council President is to her right? Jack Young, I think you actually maybe spending time with him later in the day. I am not sure, and then Comptroller Joan Pratt, and then Colonel Foxx

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at the far end. The elected officials go in the middle and the Colonel and I are the bookends."

Ms. Jefferson: "I will -- is this on?"

President: "Yes it is on."

Ms. Jefferson: "I would like to be a lawyer when I get older."

City Solicitor: "Terrific. Well we helped you get off to a good start."

Ms. Jefferson: "Thank you."

Mayor: "Good luck."

Student: "Good morning. My name is Earline Watson, and what I would like to get out of this program is to learn everyone's name and to hear about what they do."

Mayor: "Good."

City Solicitor: "She wants to be an actress."

Student: "Hi my name is Shaquel Spencer and when I get older I want to become a Medical Examiner."

City Solicitor: "I should just say that some people think the hallmark of a great Board of Estimates meeting is lots of controversy and lots off non-routine items, lots of talk. Most of us think that the routine agenda and the easy Board meeting are the best productive, but not noisy and over promptly. You have to come back another week for drama."

Mayor: "Well it is not over yet."

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City Solicitor: "Any last minute protests?"

Mayor: "If I may?"

President: "Madam Mayor."

Mayor: "Congratulations on being selected to participate in the CLIA Program and I hope that you all get a great experience. You already know that Northwestern has one distinguished Alumn who is a member of the Board of Estimates, so you can see right in front of you the sky is the limit. So, best wishes to you in your studies. I hope you have a great holiday and new year."

* * * * *

PRESIDENT: "The Board is in recess until twelve o'clock noon for the opening and receiving of bids."

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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 contracts. There were no objections.

Bureau of Purchases

- B50001730, OEM Parts and Service for LTI Ladder Trucks
BIDS TO BE RECV'D: 12/22/10
BIDS TO BE OPENED: 12/22/10

Department of Transportation

- PB 09828, Renovations to the Benton Building, 5th & 7th Floors, and 6400 Pulaski Hwy Bldg.
BIDS TO BE RECV'D: 12/22/10
BIDS TO BE OPENED: 12/22/10

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

Bureau of Purchases - B50001664, Management services for the Harry & Jeanette Weinberg Housing & Resource Center

Jobs, Housing & Recovery, Inc.

Bureau of Purchases - B50001739, Skid Steer Loader

JESCO, Inc.
 Security Equipment Co.
 Alban Tractor Co., Inc.
 Finch Services, Inc
 Bobcat of Baltimore, LLC

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There being no objections, the Board UPON MOTION duly made and seconded, the Board adjourned until its next regularly scheduled meeting on Wednesday, December 22, 2010



JOAN M. PRATT
Secretary