

**MINUTES****REGULAR MEETING**

Stephanie Rawlings-Blake, President  
Sheila Dixon, Mayor  
Joan M. Pratt, Comptroller and Secretary  
George A. Nilson, City Solicitor  
David E. Scott, Director of Public Works  
Donald Huskey, 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

Department of Public Works/ - Developers' Agreements  
Bureau of General Services

**ACTION REQUESTED OF B/E:**

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

<u>DEVELOPER</u>	<u>NO.</u>	<u>AMOUNT</u>
1. ARCHBISHOP CURLEY HIGH SCHOOL, INC.	1141	\$37,460.50

The developer would like to install new water service to their new expansion location in the vicinity of 3701 Sinclair Lane.

A performance bond in the amount of \$37,460.50 has been issued to Archbishop Curley High School, Inc. which assumes 100% of the financial responsibility.

2. HEALTHCARE FOR THE HOMELESS, INC.	1112	\$21,470.00
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The developer would like to install new water and fire suppression services to its proposed construction located in the vicinity of 421 Fallsway.

An Irrevocable Standby Letter of Credit in the amount of \$21,470.00 has been issued to Health Care for the Homeless, Inc. which assumes 100% of the financial responsibility.



## MINUTES

BOARDS AND COMMISSIONS1. 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:

Alason Electrical Contractors, Inc.	\$	8,000,000.00
American Site Work, LLC	\$	927,000.00
Cherry Hill Construction, Inc.	\$	350,000,000.00
G & W Trucking Corporation	\$	75,000.00
Gill-Simpson, Inc.	\$	96,300,000.00
Nastos Construction, Inc.	\$	20,187,000.00
OMF Contractors, Inc.	\$	8,000,000.00
Perini Corporation	\$	4,873,000,000.00
Power Component Systems, Inc.	\$	8,000,000.00
Raw Enterprises, LLC	\$	630,000.00
Roofers, Inc.	\$	566,865,000.00
W. Concrete, Inc.	\$	924,000.00
Watts Restoration, Inc.	\$	8,000,000.00
Xcel Construction Services	\$	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:

Advanced Civil Design, Inc.	Engineer
AmDyne Corporation	Engineer
Bayland Consultants & Designers, Inc.	Engineer
Colimore Thoemke Architects, Inc.	Architect
Jenkins Engineering Company	Engineer

## MINUTES

BOARDS AND COMMISSION - cont'd

McKissack & McKissack of Washington, Inc.	Architect Engineer
Richardson Engineering, LLC.	Engineer

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

## MINUTES

TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

928 - 930

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.

MINUTES

TRANSFERS OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation</u>			
1.	<b>\$3,000,000.00</b>	9950-509-980	9950-508-980-3
	MVR	Constr. Res.	Design & Studies
		Downtown Shuttle	Downtown Shuttle
		System	System

The transfer will provide funds for the partial initial contribution to Veolia Transportation Services, Inc. towards the purchase of the busses and to meet the other miscellaneous expenses relating to the project "Downtown Shuttle Services".

**(FILE NO. 57006)**

2.	\$150,000.00	9950-509-398	
	MVR	Constr. Res.	
		Widening of MLK Blvd.	
		at Linden Ave.	
	250,000.00	9950-508-398	
	MVR	Widening of MLK Blvd.	
		at Linden Ave.	
	<u>\$400,000.00</u>	-----	9950-527-312-6
			Structure &
			Improvements Inner
			Harbor - Infra-
			structure/Utility

The transfer will fund costs associated with removal of berm at Pratt Street.

3.	<b>\$109,831.21</b>	9950-528-175	9950-527-175-3
	MVR	Constr. Res.	Design & Studies
		Bicycle Network	Bicycle Network
		Strategy	Strategy

The transfer will fund the costs associated with the award of Task #3 on Project No. 1080 (B/D #08056) with Toole Design Group, LLC for the street bicycle facility design services.

MINUTES

TRANSFERS OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Baltimore Development Corporation</u>			
4.	<b>\$100,000.00</b> 20 <sup>th</sup> EDF	9910-600-880 Constr. Res. Open Public Space	9910-905825-9603 20 <sup>th</sup> EDF West Side Downtown

The transfer will provide funds for engineering services by the Department of Transportation associated with the reconstruction of roadway on the 100 block of Lexington Street.

5.	\$16,072.40 19 <sup>th</sup> EDF	9910-600-575 Constr. Res. E. Balto. Ind. & Coml. Dev.	9910-904354-9601 19 <sup>th</sup> EDF W. Balto. Ind. & Coml. Dev.
	\$25,118.60 20 <sup>th</sup> EDF	9910-600-575 Constr. Res. E. Balto. Ind. & Coml. Dev.	9910-904354-9601 20 <sup>th</sup> EDF W. Balto. Ind. & Coml. Dev.
	<u><b>\$41,191.00</b></u>		

The transfer will provide funds for the demolition of 22-24 East Lanvale Street by the Berg Corporation in support of the Charles North Vision Plan.

MINUTES

TRANSFERS OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development</u>			
6.	<b>\$1,000,000.00</b> 28 <sup>th</sup> CDBF	9910-588-780 Poppleton AHO Project	9910-588-980 Poppleton Co-op Project

The transfer will correct the posting of the 28<sup>th</sup> Community Development Bond Fund Appropriation allocated for the City's match for the Poppleton Co-ops project under the HOME Program. The Co-ops funding was inadvertently transferred into the Affordable Housing account for Poppleton by mistake. The transfer will move the Co-ops appropriation to the correct account.

**FILE NO. 57069**

Bureau of General Services

7.	<b>\$10,000.00</b> General Funds	9916-194-144 Reserve Abel Wolman Basement Structural Repair	9916-197-144 Active Abel Wolman Basement Structural Repair
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The transfer will provide funds to cover the cost of the repair that was necessary to abate an existing safety hazard that existed in the basement of the Abel Wolman Building.

## MINUTES

Bureau 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.	3133 E. Monument Street	The Three Wise Men, LLC	Dumpster 5' x 5'
	Annual Charge: \$350.00		
2.	938 S. Conkling Street	G & J Development, LLC	One 4" Conduit @ 16'
	Annual Charge: \$56.00		
3.	1724 N. Charles Street	Joy A. Martin	Outdoor seating 16' x 4'
	Annual Charge: \$337.50		
4.	906 S. Wolfe Street	Red Star Land Holdings, LLC	Vestibule 6'2" x 4'
	Annual Charge: \$507.75		
5.	1300 Bank Street	Bank Street Holdings, LLC	Vestibule 7'6" x 4'4"
	Annual Charge: \$1,356.23		

## MINUTES

Bureau of General Services - cont'd

6. 4712 Eastern Ave Dian Pei Jiang

Awning with  
signage 14' x 2'

Annual Charge: \$140.60

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

## MINUTES

PERSONNEL MATTERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

934 - 947

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.

The Mayor **ABSTAINED** on item nos. 27 and 28.

The Comptroller **ABSTAINED** on item Nos. 17, 18, and 19.

## MINUTES

PERSONNELBaltimore City Health Department

	<u>Hourly Rate</u>	<u>Amount</u>
1. <b>RENEE B. JOHNSON</b>	\$ 10.93	<b>\$20,830.40</b>

Account: 4262-311-014-00-109

Ms. Johnson will continue to work as an Office Assistant II for the Medical Assistance Personal Care Program. She will be responsible for providing office support for Intake and Referral. She will process incoming Personal Care Provider intake calls; prepare Personal Care Provider/Client terminations, client changes and verify accuracy; file completed signed copies of billing agreements and invoices, and Personal Care Provider records. The period of the agreement is July 1, 2009 through June 30, 2010.

2. <b>ROSALIND EHRLICH</b>	\$ 30.00	<b>\$21,840.00</b>
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Account: 5303-304-021-00-109

Ms. Ehrlich, retiree, will continue to work as a Health Program Administrator II. She will assist the Director to resolve Personnel issues; assist the tobacco bus staff with development of education materials and the purchase of educational materials for the mobile vehicle; and work with Department staff on maintenance of a tobacco education display. She will also work with the Director to ensure that provider performance measurements are met and completed in a timely manner. The period of the agreement is July 1, 2009 through June 30, 2010.

## MINUTES

PERSONNELHealth Dept. - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
3. <b>LEONA TRUELOVE</b>	\$ 35.00	<b>\$35,000.00</b>

Account: 5303-304-021-00-109

Ms. Truelove, retiree, will continue to work as a Health Program Administrator III for the Office of Cigarette Restitution and Chronic Disease Prevention. She will be responsible for assisting the Director to resolve fiscal, purchasing, telephone and facilities issues; writing and/or editing sections of the annual grant renewal, updating the FY'10 Request for Proposals, and monitoring the bid and contract process for FY'10. The period of the agreement is July 1, 2009 through June 30, 2010.

4. <b>ADELLE DIGGS</b>	\$ 12.25	<b>\$23,346.00</b>
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Account: 4246-308-021-00-109

Ms. Diggs will continue to work as an Immunization Compliance Assistant for the Bureau of Child Health and Immunization Program. She will be responsible for entering data in the registry that collects and maintains a comprehensive computerized database of vaccination histories for children residing in or receiving primary medical care in Baltimore City. The period of the agreement is from July 1, 2009 through June 30, 2010.

## MINUTES

PERSONNELHealth Dept. - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
5. <b>JAMIKA L. YOCHIM</b>	\$ 40.00	<b>\$16,800.00</b>

Account: 5000-530509-3030-273200-601009

Ms. Yochim will work as a Clinical Dental Hygienist for the Oral Health Program. Her duties will include, but are not limited to providing diagnosis, preventative and periodontal dental care to clinical patients, and providing oral health education. She will also conduct outreach to participants, participant family members and facilities staff and serve as a patient referral source for clinic services. The period of the agreement is for three months effective upon Board approval through June 30, 2009.

6. <b>ROBIN L. HAYMAN</b>	\$ 40.00	<b>\$12,000.00</b>
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Account: 5000-530509-3030-273200-601009

Ms. Hayman will work as a Clinical Dental Hygienist for the Oral Health Program. Her duties will include, but are not limited to providing diagnosis, preventative and periodontal dental care to clinical patients, and providing oral health education. She will also conduct outreach to participants, participant family members and facilities staff and serve as a patient referral source for clinic services. The period of the agreement is for three months effective upon Board approval through June 30, 2009.

MINUTES

PERSONNEL

Health Dept. - cont'd

7. Create the following positions:

42571 - Public Health Investigator  
Grade 430 (\$29,867.00 - \$33,193.00)  
Job Nos. will be assigned by BBMR  
(4 positions)

Cost: \$183,712.00 - 4224-305-820-00-101

8. Reclassify the following position:

Job Number: 311-34042

From: 33112 - Data Entry Operator II  
Grade 078 (\$26,873.00 - \$30,989.00)

To: 33113 - Data Entry Operator III  
Grade 081 (\$29,049.00 - \$34,416.00)

Costs: \$2,588.00 - 4262-311-914-00-101

Law Department

	<u>Hourly Rate</u>	<u>Amount</u>
9. <b>STEVEN D. SHATTUCK</b>	\$ 54.00	<b>\$99,000.00</b>
Accounts: 1001-000000-1750-175200-601009		\$24,750.00
1001-000000-5850-417500-601009		\$74,250.00

Mr. Shattuck will continue to work as a Special Chief Solicitor in the Department/Corporate Real Estate Group. He will be responsible for reviewing difficult and sophisticated documents for the Baltimore Development Corporation and other City Departments and agencies. The period of the agreement is March 28, 2009 through March 27, 2010.

## MINUTES

PERSONNELBaltimore City Fire Department

	<u>Hourly Rate</u>	<u>Amount</u>
10. <b>MARY G. LESSER</b>	\$ 30.00	<b>\$18,510.00</b>

Account: 4539-201-889-02-109  
4542-201-889-02-109

Ms. Lesser will continue to work as a Special Advisor. She will be responsible for assisting and coordinating in the preparing, documenting and analyzing of information for Homeland Security and various government agencies associated with Emergency Planning Operations. The period of the agreement is effective upon Board approval for one year.

11. <b>LAURA TESSENDORF</b>	\$ 32.34	<b>\$54,261.00</b>
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Account: 4000-453908-2010-210702

Ms. Tessendorf will work as an Emergency Management Planner. She will be responsible for maintaining, developing and revising Citywide emergency plans, including the City's Emergency Operations Plan and its annexes. In addition, she will be responsible for maintaining, developing and revising internal plans and procedures for the operation of the Office of Emergency Management; assisting with interagency planning for major events and assisting with the documentation and evaluation of the City's handling of emergencies. The period of the agreement is effective upon Board approval for one year.

MINUTES

PERSONNEL

Fire Dept. - cont'd

12. a. Create the following new class:

41209 - EMT Fire Fighter  
Grade 311 (\$33,476.00 - \$53,497.00)

b. Create the following new grade:

Grade: 311  
Hiring: \$33,476.00  
Full Performance: \$39,853.00  
Experienced: \$52,192.00  
Maximum: \$53,497.00

<u>L1</u>	<u>L2</u>	<u>L3</u>	<u>L4</u>	<u>L5</u>
\$535.00	\$1,872.00	\$1,872.00	\$2,140.00	\$2,140.00

There are no costs associated with this action.

13. Retitle the following class:

From: 41284 - Fire Breathing Apparatus Officer  
Grade 338 (\$50,283.00 - \$61,355.00)

To: 41284 - Fire Respiratory Apparatus Officer  
Grade 338 (\$50,283.00 - \$61,355.00)

There are no costs associated with this action.

MINUTES

PERSONNEL

14. Department of Transportation

	<u>Hourly Rate</u>	<u>Amount</u>
<b>RICHARD CHEN</b>	\$48.00	<b>\$36,141.00</b>

Account: 3001-503-010-00-109

Mr. Chen will work as a Special Bridge Engineer. He will be responsible for reviewing, commenting and approving of the Developer's Agreements presented by the Department of Public Works. In addition, he will be responsible for reviewing, commenting and approving of the Department of Transportation and Department of Public Works contracts and working with the Law Department on issues pertaining to ownership of City bridges and other contested matters. The period of the agreement is effective upon Board approval for one-year.

**THE DEPARTMENT OF TRANSPORTATION IS REQUESTING A WAIVER OF THE MAXIMUM HOURLY RATE STIPULATED IN AM 212-1 OF THE ADMINISTRATIVE MANUAL.**

15. <b>EVAN SMITH</b>	\$15.00	<b>\$27,495.00</b>
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Account: 3001-230-022-00-109

Mr. Smith will work as a Special Contract Compliance Officer. He will be responsible for monitoring programs for federally funded programs such as Disadvantaged Business Enterprise, On-the-job Training and Contractor Compliance. He will conduct site visits, collect, analyze and document various contractor data and maintain records and reports to verify that the contractors are in compliance. The period of the agreement is effective upon Board approval for one-year.

MINUTES

PERSONNEL

Dept. of Transportation - cont'd

16. a. Upgrade the following class:

From: 42325 - Cable Inspector Supervisor  
Grade 085 (\$33,220.00 - \$40,027.00)

To: Grade 088 (\$37,426.00 - \$45,344.00)

b. Retitle the following class:

From: 42325 - Cable Inspector Supervisor

To: 42325 - Cable Inspection Supervisor

c. Reclassify the following six positions:

From: 42321 - Cable Inspector  
Grade 082 (\$30,013.00 - \$35,500.00)  
Job Nos. 548-34235, 548-22819,  
548-22818, 548-22822 and  
548-22821  
(5 positions)

To: 42211 - Public Works Inspector I  
Grade 084 (\$32,209.00 - \$38,441.00)

From: 42222 - Public Works Inspector II  
Grade 087 (\$35,955.00 - \$43,462.00)  
Job No. 500-35724  
(1 Position)

To: 42211 - Public Works Inspector I  
Grade 084 (\$32,209.00 - \$38,441.00)

Costs: \$ 5,439.58 - 2024-548-006-00-101  
2,823.62 - 2024-548-006-00-101  
(4,045.00) - 3001-500-002-00-101  
**\$ 4,218.20**

**MINUTES****PERSONNEL**Comptroller's Office - Department of Communication Services

	<u>Hourly Rate</u>	<u>Amount</u>
17. <b>PAULETTE B. JETER</b>	\$14.18	<b>\$22,121.00</b>

The period of the agreement is April 25, 2009 through March 31, 2010.

18. <b>CINDY R. SMITH</b>	\$14.18	<b>\$22,121.00</b>
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Account: 2039-133-001-00-109

The period of the agreement is April 16, 2009 through April 15, 2010.

These individuals will work as a Special Telephone Operator I's. Their duties will include, but are not limited to operating a City agency telephone console and computer terminal, placing outgoing and accepting incoming toll and long distance calls and receiving telephone calls for assistance from the general public.

Comptroller's Office - Department of Real Estate

19. <b>THEODORE R. LASTER, JR.</b>	\$29.42	<b>\$53,544.40</b>
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Account: 1001-132-001-00-109

Mr. Laster will work as a Special Real Estate Agent. His duties will include, but are not limited to preparing satellite antenna leases and land disposition agreements, preparing requests for proposals for the disposition of City-owned properties and negotiating with property owners on the acquisitions or disposition of property. The period of the agreement is March 31, 2009 through March 30, 2010.

**MINUTES****PERSONNEL**Commission on Aging and Retirement Education

	<u>Hourly Rate</u>	<u>Amount</u>
20. <b>REBECCA BRADLEY</b>	\$23.07	<b>\$45,487.00</b> including \$500.00 for parking and toll fees

Account: 5000-536009-3250-319500-601009

Ms. Bradley will work as a Maryland Access Point (MAP) Project Coordinator. She will be responsible for developing and implementing program protocols that will promote awareness, information, access, and assistance to MAP targeted populations. Ms. Bradley will also devise policies and procedures that coincide with agency guideline consideration and agency readiness criteria and promote streamlining of benefits and services for MAP targeted populations. In addition, she will coordinate and establish partnerships or agreements that will lead to provision of services to MAP targeted populations and facilitate and coordinate training/workshops for staff and community partners. The period of the agreement is effective upon Board approval through March 31, 2010.

**MINUTES****PERSONNEL**Department of Housing and Community Development21. a. Create the following two classes:

42931 - Code Enforcement Investigator I  
Grade 087 (\$35,955.00 - \$43,462.00)

42933 - Code Enforcement Investigator II  
Grade 092 (\$44,206.00 - \$53,829.00)

b. Create the following nine positions

42931 - Code Enforcement Investigator I  
Grade 087 (\$35,955.00 - \$43,462.00)  
Job numbers to be assigned by BBMR  
(six positions)

42933 - Code Enforcement Investigator II  
Grade 092 (\$44,206.00 - \$53,829.00)  
Job numbers to be assigned by BBMR  
(three positions)

Costs: \$508,098.00 - 1001-583-001-99-101

Enoch Pratt Free Library22. Upgrade the following unclassified class:

00722 - Library Development Assistant

From: Grade 080 (\$28,204.00 - \$33,177.00)

To: Grade 081 (\$29,049.00 - \$34,416.00)

Costs: \$1,950.00 - 6746-450-902-00-101

**MINUTES****PERSONNEL**Department of Planning

	<u>Hourly Rate</u>	<u>Amount</u>
23. <b>GARY LETTERON</b>	\$34.18	<b>\$62,685.00</b>

Account: 6000-679009-4780-369200-601009

Mr. Letteron will work as a Professional Environmental Expert. His duties will include, but are not limited to coordinating mitigation projects with other local, state and federal agencies, developing mitigation projects and creating scopes of work, designing mitigation projects through coordination with engineers, architects and landscape architects. The period of the agreement is effective upon Board approval for one year.

State's Attorney Office

24. <b>WAYNE A. WILLIAMS</b>	\$ 25.88	<b>\$44,788.00</b>
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Account: 1001-115062-00-109

Mr. Williams, retiree, will work as an Investigator. He will be responsible for researching the whereabouts of and locating parties relevant to prosecution cases; providing location information to attorneys, and forwarding information to the Warrant Apprehension Task Force so that arrests can be made. He will communicate with witnesses and victims to provide case status and trial date information, prepare subpoenas, ascertain and verify respondents' legal identity through fingerprint identification documents and investigative findings, and research in the prosecution database and in daily news to gain information about persons being sought in prosecution cases, etc. The period of the agreement is effective upon Board approval for one year.

**MINUTES****PERSONNEL**Bureau of Purchases25. Reclassify the following position:Job No. 144-12158

From: 72411 - Contract Administrator I  
Grade 085 (\$33,220.00 - \$40,027.00)

To: 33523 - Procurement Specialist I  
Grade 091 (\$42,373.00 - \$51,555.00)

Costs: \$12,409.00 - 1001-144-007-00-101

Liquor Board for Baltimore City26. Increase the Salaries for the following Two Classes:

From: 00290 - Chairman, Liquor Board  
Grade 89A (\$18,500.00) Flat

To: Grade 89A (\$28,500.00) Flat

From: 00286 - Commissioner, Liquor Board  
Grade 88A (\$18,000.00) Flat

To: Grade 88A (\$28,000.00) Flat

Costs: \$32,295.00 - 1001-250-001-00-101

The Department of Human Resources has completed its study of the provisions of the Maryland Senate Bill 584 - Baltimore City - Alcoholic Beverage Act of 2008, concerning Board of Liquor License Commissioners for Baltimore City. The Governor of Maryland signed Maryland Senate Bill 584 into law on May 13, 2008; the effective date of its provisions is June 1, 2008. These personnel actions are encompassed in and resulting from the Maryland Senate Bill 584.

The salary increases are effective May 4, 2009, with the start of the new term for the appointed incumbents in the positions of Chairman, Liquor Board, and Commissioner, Liquor Board.

MINUTES

PERSONNEL

Baltimore Heritage Area

	<u>Hourly Rate</u>	<u>Amount</u>
27. <b>SHAUNTEE DANIELS</b>	\$22.44	<b>\$42,786.00</b>

Ms. Daniels will work as an Administrator of Heritage Education Outreach. She will be responsible for coordinating and supporting the activities of the Baltimore Heritage Area (BHA). Ms. Daniels will create and maintain master constituent, mailing and e-mailing lists for the BHA; schedule meetings, distribute meeting notices and agendas, and complete minutes for meetings; and maintain BHA web presence and companion print materials which market the BHA. In addition, she will organize a minimum of three workshops and affinity groups and coordinate with K-12 school systems in the region to increase visitation sites. Ms. Daniels will also assist the Trails and Byways Manager with the animation of Baltimore's Heritage Trails with guided and self-guided tour opportunities and printed and web-based materials. The period of the agreement is effective upon Board approval for one year.

28. <b>KATHLEEN CALLAHAN-DURCAN</b>	\$30.00	<b>\$43,680.00</b>
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Ms. Callahan-Durcan will work as a Trails and Byways Manager. She will be responsible for coordinating the implementation of the Charles Street Scenic Byway Corridor Management Plan; and managing Baltimore's Star Spangled Trails by overseeing the design, printing and posting of print and web-based interpretive materials. In addition, Ms. Callahan-Durcan will recruit, train, schedule and supervise a pool of tour guides for the Heritage Walk and other priority trails in the Star Spangled trails system, etc. The period of the agreement is March 31, 2009 through March 30, 2010.

Account: 1001-639-026-00-109

## MINUTES

EXTRA WORK ORDERS AND TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders and Transfers of Funds

listed on the following pages:

949 - 951

All of the EWOs had been reviewed and approved

by the

Department of Audits, CORC,

and MWBOO, unless otherwise indicated.

The Transfer of Funds was approved

SUBJECT to receipt of a favorable report

from the Planning Commission,

the Director of Finance having reported favorably

thereon, as required by the provisions

of the City Charter.

MINUTES

EXTRA WORK ORDERS

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

Department of Transportation

1. EWO #003, \$110,439.22 - TR 07018, Resurfacing Highways @ Various Locations (JOC Z)  


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\$ 1,726,808.14	\$ 3,523.59	M. Luis Construc-	-	-
		tion Co., Inc.		

2. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$54,439.22	9950-514-800	9950-514-830-2
Bond Fund	State Construction	Contingencies
	Loans	Resurfacing
		Highways - JOC-Z

This transfer will fund costs associated with Change Order No. 3 of the Contract No. TR 07018 JOC-Z to M. Luis Construction Co., Inc.

3. EWO #003, \$41,250.00 - TR 08037, Resurfacing Russell St. from City Line to 100 Feet North of Waterview Ave. & Bush St. to Lee St. (JOC CC)  


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\$ 1,642,391.00	\$183,927.45	M. Luis Construc-	-	-
		tion Co., Inc.		
4. EWO #002, \$286,895.60 - TR 02033, Rehabilitation of Duvall Avenue from Queen Anne Road to Elsinore Ave.  


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\$ 1,238,752.91	\$205,683.66	Monumental Paving	150	-
		& Excavating Inc.		

MINUTES

EXTRA WORK ORDERS

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

Department of Transportation - cont'd

5.	EWO #013, (\$610,992.86) - TR 20345, I-83, Jones Falls Expressway Rehabilitation: FAP No. IM-STP-83-1 (I73) N. SHA No. BC243,087-815				
	\$12,565,689.40	\$397,499.70	Corman Construc-	-	-
			tion Co., Inc.		

**THE EXTRA WORK AUTHORIZATION IS NECESSARY FOR PAYMENT OF OVERRUN ITEMS, DEDUCTION OF AMOUNTS NOT NEEDED DUE TO UNDERRUN OR NOT USED ITEMS, AND TO BALANCE OUT THE CONTRACT.**

Bureau of Water & Wastewater

6.	EWO #035, \$975.65 - S.C. 844R, Rehabilitation of the Southwest Diversion Pressure Sewer				
	\$ 3,869,265.00	\$1,058,336.61	V & S Contractors,	-	95%
			Inc.		

**THE TRANSFER OF FUNDS WAS APPROVED BY THE BOARD ON FEBRUARY 4, 2009.**

7.	EWO #016, \$253,463.36 - S.C. 812 - Improvements to the Lower Gwynns Run Interceptor				
	\$21,206,342.00	\$2,003,554.67	Carp Seca Corp.	0	99%
8.	EWO #017, \$41,227.69 - S.C. 812, Improvements to the Lower Gwynns Run Interceptor				
	\$21,206,342.00	\$2,264,270.61	Carp Seca Corp.	0	99%

MINUTES

EXTRA WORK ORDERS

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

Bureau of Water & Wastewater - cont'd

- |     |   |                 |               |                                      |   |     |
|-----|---|-----------------|---------------|--------------------------------------|---|-----|
| 9.  | EWO #014, \$34,265.74 - S.C. 847, Lower Stony Run Wastewater Pumping Station & Force Main   | \$15,876,763.00 | \$ 278,634.37 | Whiting-Turner Contracting Co., Inc. | 0 | 98% |
| 10. | EWO #011, \$47,809.61 - S.C. 802, Rehabilitation of Activated Two Plant Secondary Clarifiers at Back River Wastewater Treatment Plant | \$10,539,700.00 | \$ 418,750.37 | Shaney Construction Co., Inc.        | 0 | 75% |

Bureau of Solid Waste

- |     |  |                 |   |                        |   |   |
|-----|--|-----------------|---|------------------------|---|---|
| 11. | EWO #001, \$331,772.45 - S.W.C. 1054, Millennium Landfill Site Management Services | \$ 2,807,677.96 | - | KCI Technologies, Inc. | - | - |
|-----|--|-----------------|---|------------------------|---|---|

## MINUTES

Law Department - Claim Settlements

The Board is requested to approve the settlement of the following claim. The settlement has been reviewed and approved by the Settlement Committee of the Law Department.

1. Lemmel Thompson v. \$30,000.00  
Officers Kawahn Young  
& Kenneth Ivery

Account: 1001-000000-2000-195500-603070

UPON MOTION duly made and seconded, the Board approved the claim settlement.

**MINUTES**

Mayor's Office of Employment Development - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with Baltimore City Community College. The period of the agreement is March 23, 2009 through June 30, 2009.

**AMOUNT OF MONEY AND SOURCE:**

\$64,172.00 - 6815-639-758-05-351

**BACKGROUND/EXPLANATION:**

Baltimore City Community College will plan, manage, and administer skills training in the areas of telecommunications, healthcare, and hospitality. Training will be developed for eligible youth who participate in the City's initiative known as the Youth Opportunity System.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with Baltimore City Community College. The Mayor **ABSTAINED**.

**MINUTES**

Mayor's Office of Employment Development - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with Sinai Hospital of Baltimore, Inc. The period of the agreement is January 4, 2009 through August 28, 2009.

**AMOUNT OF MONEY AND SOURCE:**

\$7,122.00 - 8953-631-467-05-351

**BACKGROUND/EXPLANATION:**

Sinai Hospital of Baltimore, Inc., will conduct 160 hours of training for 20 incumbent employees of Sinai Hospital of Baltimore, Inc., through an initiative known as Maryland Business Works.

The incumbent workers will be trained in areas of Catalyst Learning and Basic Math Skills for Healthcare Professionals, Part I and II.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Housing &amp; Community Development - Options</u>			
1. Mount Pleasant Baptist Church	1237 N. Gay St.	F/S	\$ 51,100.00
2. Latter Day Ministry, Inc.	2100-2104 Ashland Ave.	L/H	\$385,799.00

**FILE NO. 56017**

Funds are available in account 9910-588-416-00-440, East Baltimore Development Initiative Project, Phase II.

3. Claude Kenneth Brown	928 N. Duncan St.	L/H	\$ 14,933.00
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Funds are available in account 9910-588-420-00-440, East Baltimore Development Initiative Project, Phase II.

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

Department of Housing & Community Development - Quick-Takes

4. Skyline 6, LLC	930 N. Chester St.	F/S	\$ 44,000.00
5. Hubert Lawrence & Isabella Lawrence	2200 E. Madison St.	F/S	\$ 69,000.00
6. TISI, LLC	1716 E. Chase St.	L/H	\$145,000.00

Funds are available in account 9910-588-416-00-440, East Baltimore Development Initiative Project, Phase II.

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
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DHCD - Quick-takes:

The Board is requested to approve the acquisition of the ground interests by condemnation and quick-takes, or in the alternative may, SUBJECT to the prior approval of the Board, make application to the Maryland Department of Assessments and Taxation to redeem or extinguish the ground rent interest for the following properties:

7. City Wide Development Corp.	806 E. Preston St.	G/R \$120.00	\$ 800.00
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Funds will be transferred prior to quick-take into account 9910-588-714-00-440, Preston Street RFP Project.

8. Leonard L. Purdy & Helen Gene Purdy	4809 Homer Ave.	G/R \$60.00	\$ 500.00
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Funds will be transferred prior to quick-take into account 9910-588-187-00-440, Park Heights Site.

DHCD - Quick-takes - Rescission & Approval

9. Toussaint Group, Inc.	803 N. Madeira St.	L/H	\$ 21,600.00
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On October 8, 2008, the Board approved the acquisition of the leasehold interest, by condemnation and quick-take, in 803 N. Madeira Street for the amount of \$21,200.00. The condemnation was understated by \$400.00. Therefore, the Department is requesting that the Board rescind its prior approval and authorize the purchase by condemnation for the correct amount of \$21,600.00.

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
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DHCD - Quick-takes:

Funds are available in account 9910-588-416-00-440, East Baltimore Development Initiative Project, Phase II.

**MINUTES**

Health Department - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an expenditure of funds to pay the Maryland Association of County Health Officers (MACHO).

**AMOUNT OF MONEY AND SOURCE:**

\$4,500.00 - MACHO annual dues  
1,585.00 - National Association of County and City Health  
                  Officials (NACCHO)  
**\$6,085.00** - 1001-000000-3000-262200-603022

**BACKGROUND/EXPLANATION:**

This expenditure of funds will pay the 2009 annual membership dues to MACHO and NACCHO for the Commissioner of Health, Joshua M. Sharfstein, M.D.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the expenditure of funds to pay the Maryland Association of County Health Officers.

**MINUTES**

Health Department - Grant Award Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a grant award agreement with the State of Maryland, Community Health Resources Commission. The period of the agreement is March 11, 2009 through March 31, 2011.

**AMOUNT OF MONEY AND SOURCE:**

\$200,000.00 - 5000-519209-3100-534000-600000

**BACKGROUND/EXPLANATION:**

The Department has received a grant in support of the Technical Assistance and Training Project. This project is designed to improve the financial management of the School-Based Health Centers in Maryland.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the grant award agreement with the State of Maryland, Community Health Resources Commission.

## MINUTES

Health Department - Grant Agreements

The Board is requested to approve and authorize execution of the various agreements for the Lead Abatement Action Program.

1. **DOMINION PROPERTIES, LLC.** **\$15,650.00**

The property location is 2846 Presstman Street.

2. **DOMINION PROPERTIES, LLC.** **\$14,860.00**

The property location is 707 N. Collington Avenue.

3. **DOMINION PROPERTIES, LLC.** **\$13,650.00**

The property location is 3302 Sumter Avenue.

Account: 4000-432206-3050-281900-603026

The City has received grant funds from the Department of Housing and Urban Development for certain lead hazard reduction activities, as outlined in the regulations for the Federal Lead Hazard Reduction Program.

Dominion Properties, LLC, grantee, has applied to the City for a grant to undertake the lead hazard reduction work on the above listed properties. The grantee is required to contribute 20% of the lead abatement costs.

Dominion Properties, LLC. or its certified contractor will perform the services and provide materials for the project on the properties and agrees that the project will be subject to occupancy and rental covenants and restrictions in the form required by the City for a three year period from the time the lead hazard reduction work is completed.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the above-listed agreements for the Lead Abatement Action Program.

**MINUTES**

Health Department - Grant Award Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a grant award agreement with the Governor's Office of Crime Control and Prevention for Operation Safe Kids Court. The period of the agreement is January 1, 2009 through June 30, 2009.

**AMOUNT OF MONEY AND SOURCE:**

\$75,000.00 - 5000-518708-3160-308500-405001

**BACKGROUND/EXPLANATION:**

The Department's Operation Safe Kids Court program is a problem-solving court model targeting juvenile justice system youth who are on probation and at-risk of out-of-home placement. This grant will provide salary support for the Clinical Coordinator and two Youth Development Technicians.

The grant is late because it was recently received from the grantor.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the grant award agreement with the Governor's Office of Crime Control and Prevention for Operation Safe Kids Court.

**MINUTES**

Health Department - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with The Johns Hopkins University (JHU). The period of the agreement is July 1, 2008 through June 30, 2009.

**AMOUNT OF MONEY AND SOURCE:**

\$865,242.00 - 1001-000000-3030-271300-603051

**BACKGROUND/EXPLANATION:**

The JHU will provide medical care to patients attending clinics operated by the Department's Assistant Commissioner for Clinical Services and/or his/her representative. Medical care will include a medical history, appropriate physical examinations, assessing patients' problems and resolution of identified problems by appropriate medical management.

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

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with the Johns Hopkins University.

**MINUTES**

Health Department - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with Wireless Blue Yonder, Inc. (WBY). The period of the agreement is effective upon Board approval through December 31, 2011.

**AMOUNT OF MONEY AND SOURCE:**

\$148,160.00	-	4000-432206-3050-281900-603026
<u>83,480.00</u>	-	<u>4000-428008-3050-282900-603026</u>
<b>\$231,640.00</b>		

**BACKGROUND/EXPLANATION:**

The WBY will design, develop and implement a web-based, fully integrated administration system for the Baltimore City Lead Abatement Action Program. The system will aid in managing and tracking property and client information, managing files and paperwork, and tracking and administering the various funding received by the City for lead abatement and related services.

The WBY is specifically named in a revised budget that was submitted to the U.S. Department of Housing and Urban Development (HUD) and was approved by HUD on October 22, 2008. This approval by HUD has preempted the need to bid the services out under City procurement protocols. The WBY has established itself in the field of Lead Hazard and Healthy Homes specific databases over the past few years, most notably working with the City of St. Louis, Missouri, as well as Houston, Texas.

Also, due to the highly technical and very specific nature of the work being performed, there is no reasonable way to apply MBE/WBE requirements to the contract without compromising the integrity of the system. It would also be reasonable to assume that imposing MBE/WBE requirements on this contract would result in an undue hardship for the WBY in attempting to find, contract with and establish a relationship with a well-qualified subcontractor that would ensure a quality product for use by the Health Department's lead program.

## MINUTES

Health Department - cont'd

MBE/WBE PARTICIPATION:

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board authorized execution of an agreement with Wireless Blue Yonder, Inc.

**MINUTES**

Department of Audits - Refund for Overpayment of Property Taxes

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the refund of an overpayment of real property taxes to Bobby Holley and Dorothy Holley.

**AMOUNT OF MONEY AND SOURCE:**

\$955.04

**BACKGROUND/EXPLANATION:**

The Department of Audits previously conducted a review of claims for amounts on the 2005 Abandoned Property Report for potential overpayments that remained either unclaimed or unresolved for three or more years.

On December 24, 2008, based on the recommendations of the Department of Audits, the Board of Estimates approved refunds, totaling \$688,363.62 to be paid to various claimants for the applicable abandoned properties. The Department of Audits also determined that potential claims, totaling \$150,123.04, resulted from various clerical or accounting errors and recommended that \$150,123.04 associated with those claims be retained by the City and removed from the listing of abandoned property to be submitted to the State.

Subsequently, the Department of Audits received and evaluated additional information regarding one of those claims and is now recommending that the Board of Estimates approve a refund in the amount of \$955.04 for an overpayment of real property taxes for the property located at 2818 Evergreen Avenue to Bobby Holley and Dorothy Holley.

UPON MOTION duly made and seconded, the Board approved the refund of an overpayment of real property taxes to Bobby Holley and Dorothy Holley.

**MINUTES**

Department of Finance/  
Office of Risk Management

- Renewal of FY '09 Flood Coverage  
for the Police City Police  
Headquarter Building

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the renewal of Flood Coverage for the Baltimore City Police Headquarters Building.

**AMOUNT OF MONEY AND SOURCE:**

\$24,752.00 - 2043-000000-1450-162900-603014

**BACKGROUND/EXPLANATION:**

On September 13, 2003, a storm surge and heavy rain from Hurricane Isabel flooded the basement of the Baltimore City Police Headquarter Building to a depth of 22". A claim was made with the Federal Emergency Management Agency (FEMA) and Public Assistance reimbursement has been approved.

Since the facility is located in a 100 year floodplain, distribution of FEMA Public Assistance is contingent on securing and maintaining of coverage for flood.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the renewal of Flood Coverage for the Baltimore City Police Headquarters Building.

## MINUTES

Police Department - Memoranda of Agreement

The Board is requested to approve and authorize execution of the following memoranda of agreements (MOA):

1. **MARYLAND EMERGENCY MANAGEMENT AGENCY/** **\$ 25,840.00**  
**FY 07 URBAN SECURITY INITIATIVE PROGRAM**

The period of the MOA is July 1, 2007 through March 31, 2010.

2. **MARYLAND EMERGENCY MANAGEMENT AGENCY/** **\$105,500.00**  
**FFY 06 URBAN SECURITY INITIATIVE**  
**PROGRAM**

The period of the MOA is September 1, 2006 through March 31, 2009.

3. **MARYLAND EMERGENCY MANAGEMENT AGENCY/** **\$340,725.00**  
**FFY 07 URBAN SECURITY INITIATIVE**  
**PROGRAM**

The period of the MOA is July 1, 2007 through March 31, 2010.

Under these agreements, the funds will be used to enhance the ability of Maryland and its jurisdictions to prevent, deter, respond and recover from threats and incidents of terrorism.

4. **MARYLAND EMERGENCY MANAGEMENT AGENCY** **\$249,250.00**

Under this agreement, the funds will be used to purchase equipment and conduct planning activities to protect, secure and reduce vulnerabilities of identified Critical Infrastructure and Key Resource Sites. The period of the agreement is September 1, 2008 through May 31, 2011.

Account: 4549-201-889

## MINUTES

Police Department - cont'd

The MOA are late because the awards were recently received.

**APPROVED FOR FUNDS BY FINANCE**

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

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

**MINUTES**

Police Department - Memorandum of Agreement Amendment No. 2

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a memorandum of agreement, amendment no. 2 with the Maryland Emergency Management Agency (MEMA). The amendment no. 2 extends the period of the grant through March 31, 2008.

**AMOUNT OF MONEY AND SOURCE:**

No additional funds are involved.

**BACKGROUND/EXPLANATION:**

On June 8, 2005, the Board approved the original grant award from MEMA for the FY 05 Homeland Security Grant Program in the amount of \$4,081,157.00 for the period June 8, 2005 through March 31, 2007.

The amendment is late because it was recently received by the Baltimore Police Department.

**APPROVED FOR FUNDS BY FINANCE****AUDITS NOTED THIS AMENDMENT.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the memorandum of agreement, amendment no. 2 with the Maryland Emergency Management Agency.

**MINUTES**

Police Department - Memorandum of Agreement Amendment No. 1

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a memorandum of agreement, amendment no. 1 with the Maryland Emergency Management Agency (MEMA). The amendment no. 1 extends the period of the grant through June 30, 2008.

**AMOUNT OF MONEY AND SOURCE:**

No additional funds are involved.

**BACKGROUND/EXPLANATION:**

On January 12, 2005, the Board approved the original grant award from MEMA for the FY 04 Urban Area Security Initiative in the amount of \$2,000,000.00.

The amendment is late because it was recently received by the Baltimore Police Department.

**APPROVED FOR FUNDS BY FINANCE****AUDITS NOTED THIS AMENDMENT.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the memorandum of agreement, amendment no. 1 with the Maryland Emergency Management Agency.

**MINUTES**

Police Department - Memorandum of Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a memorandum of agreement (MOA) with the Maryland Emergency Management Agency (MEMA).

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The U.S. Department of Homeland Security, Office of Domestic Preparedness (ODP) established the FY 2004 Urban Areas Security Initiative (UASI) Grant Program. The UASI grant program will address the unique equipment, training, planning, exercise, and operational needs of large urban areas and to assist them in building an enhanced and sustainable capacity to prevent, respond to, and recover from threats or acts of terrorism. The program's success is keyed to the cooperative and coordinated participation of Anne Arundel, Baltimore, Carroll, Harford, Howard Counties, and the City of Baltimore in all phases of program planning and execution.

Under the terms of this MOA, the Department accepts receipt of two 500kw generators and one 375kw generator valued at approximately \$289,501.00. Acquisition of the generators was authorized by the Baltimore Urban Area Working Group (UAWG), centrally purchased by Anne Arundel County and paid for with UAWG funds retained by MEMA on behalf of the UAWG.

**MINUTES**

Police Dept. - cont'd

The Department will ensure that the equipment received under this grant will be distributed only to emergency management, public works, fire, public health, hazardous materials response services, and law enforcement agencies.

**NOTED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the memorandum of agreement (MOA) with the Maryland Emergency Management Agency.

**MINUTES**

Police Department - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an expenditure of funds to pay Nextcar, Rent-a-Car.

**AMOUNT OF MONEY AND SOURCE:**

\$25,288.91 - 1001-000000-2010-197600-603067

**BACKGROUND/EXPLANATION:**

The Department leased vehicles from the above vendor and assigned them to various units for police operations. Body damage occurred to 12 of the vehicles while the vehicles were operated in an official capacity.

Under the current agreement, the City is obligated to compensate the vendor for all damages to the vehicles and any diminished value that resulted while the vehicles were under the Department's control.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the expenditure of funds to pay Nextcar, Rent-a-Car.

**MINUTES**

Office of the Mayor - Memorandum of Agreement (MOA)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a memorandum of agreement with the Mt. Vernon-Belvedere Association. The period of the MOA is effective upon Board approval through January 1, 2019.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The City and the Mt. Vernon-Belvedere Association worked together for one year to develop a plan to mitigate the impact of a proposed 275 bed Housing and Resource Center at 620 Fallsway and the surrounding area. The MOA covers the following categories: sanitation, public safety, security, traffic, street lighting, street resurfacing, Area Master Plan, Mount Vernon Conservancy Financial Commitment, restrictions on future homeless-related facilities, and ongoing communications.

**(FILE NO. 57042)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the memorandum of agreement with the Mt. Vernon-Belvedere Association. The Mayor **ABSTAINED**.

**MINUTES**

Bureau of General Services - Termination Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a termination agreement with Custom Energy, LLC (Custom Energy).

**AMOUNT OF MONEY AND SOURCE:**

All funds owed to Custom Energy have been paid.

**BACKGROUND/EXPLANATION:**

The original agreement involved the energy performance work applied to City Hall, Peoples Court, Central District Police Station, Police Headquarters, Police Annex, the Signet Building, and eight fire stations. The scope of work of the terminated agreement will be assumed under an amendment to an existing energy performance contract with Johnson Controls.

Custom Energy and the Bureau of General Services have agreed to terminate Custom Energy's services for the remainder of the energy performance contract period. Custom Energy had completed the construction phase, two years of maintenance, monitoring and verification of energy savings performance. During the two years of monitoring, the energy performance guaranteed amount (energy savings) was exceeded. Johnson Controls will assume the maintenance, monitoring and verification of energy savings for the remaining 12 years of the Custom Energy contract period. The Johnson Controls' contract will be presented to the Board under a separate letter.

A significant benefit to the City is Johnson Controls will perform the original scope of work of the Custom Energy contract plus a considerable additional expansion of the work scope for the same cost as the original contract. The expanded scope of work has allowed the Bureau of General Services to terminate

**MINUTES**

Bureau of General Services - cont'd

other costly maintenance service contracts in addition to the Custom Energy contract.

**MBE/WBE PARTICIPATION:**

Not applicable as this is the termination of a contract.

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**(FILE NO. 56043)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the termination agreement with Custom Energy, LLC.

## MINUTES

Department of Transportation - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize expenditures of funds to pay Howard Uniform Company, on an emergency basis.

**AMOUNT OF MONEY AND SOURCE:**

\$1,666.34	-	1001-238-002-00-403
1,667.33	-	2076-235-006-00-403
1,666.33	-	3001-239-010-00-403
<u>\$5,000.00</u>		

**BACKGROUND/EXPLANATION:**

The Department of Transportation is comprised of 532 uniformed personnel who staff the three major sections of this Division - Parking Control, Special Traffic Enforcement, Towing and Crossing Guards. The Department is in the first phase of the development of the uniform and supply operation where uniform pieces, when returned by personnel, are professionally cleaned and redistributed as needed. Phase 2 of this operation will include, as the budget permits, the purchasing of basic pieces in various sizes that do not require the employee being fitted or require alterations, such as uniform pants.

The Department is requesting authorization to expend up to \$5,000.00 with Howard Uniform Company for the procurement of uniform pieces on an emergency basis. The Howard Uniform Company's client list includes the Baltimore City Police. The Department found that the current vendor's inventory and staffing of personnel to perform emergency repairs and alterations does not always meet the needs of its personnel.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized expenditures of funds to pay Howard Uniform Company, on an emergency basis.

**MINUTES**

Department of Transportation - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an expenditure of funds to pay the Maryland State Highway Administration of Maryland.

**AMOUNT OF MONEY AND SOURCE:**

\$4,800.00 - 9950-508-508-20-655

**BACKGROUND/EXPLANATION:**

The Department requests approval of payment in the amount of \$4,800.00 for the Soil & Aggregate Compaction Course given by the State Highway Administration of Maryland. A total of eight employees completed the course on January 16, 2009.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTIONS**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the expenditure of funds to pay the Maryland State Highway Administration of Maryland.

**MINUTES**

Department of Transportation - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with WJZ-TV, owned and operated by the CBS Corporation (WJZ). The agreement is effective upon Board approval for three years.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

As a community service effort in cooperation with the Department, WJZ-TV has agreed to donate use of equipment and personnel necessary to clear snow from public roadways in the vicinity of Television Hill during adverse weather conditions. The City will, in turn agree to sell WJZ-TV road salt from its inventory on an "as needed" basis at the City's actual cost.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with WJZ-TV, owned and operated by the CBS Corporation.

**MINUTES**

Department of Recreation and Parks - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with the URS Corporation. The period of the agreement is effective upon Board approval for two months.

**AMOUNT OF MONEY AND SOURCE:**

\$7,883.98 - G296-482-640-00-326

**BACKGROUND/EXPLANATION:**

The URS Corporation will conduct a forest stand survey of approximately 351 acres of trees in Herring Run Park. The survey will include a report on the diameter, species, and health of the trees in Herring Run Park.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with the URS Corporation.

**MINUTES**

Department of Recreation & Parks - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with Baltimore Metro Umpires Association (BMUA). The period of the agreement is effective upon Board approval for three years.

**AMOUNT OF MONEY AND SOURCE:**

\$19,050.00 - 6779-479-917-06-326 (Annually)  
not to exceed \$57,150.00 over the term of the agreement

**BACKGROUND/EXPLANATION:**

The BMUA coordinates the assignment of certified and competent umpires for the Department's youth and adult Softball League games. The BMUA also serves as a liaison between the Department and the teams, interprets rules for various leagues and provides other administrative services, as required.

**APPROVED FOR FUNDS BY FINANCE****AUDITS REVIEWED AND HAD NO OBJECTIONS**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with Baltimore Metro Umpires Association.

**MINUTES**

Department of Housing and - Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with the University of Maryland (U of MD). The period of the agreement is October 1, 2007 through September 30, 2009.

**AMOUNT OF MONEY AND SOURCE:**

\$19,500.00 - 9988-593-810-26-665  
19,500.00 - 9989-593-810-26-665  
**\$39,000.00**

**BACKGROUND/EXPLANATION:**

Under the terms of this agreement, the U of MD through the Maryland Cooperative Extension Program, Baltimore City Office, will administer an urban gardening program to help groups of Baltimore residents improve their living spaces and make gardens and gardening accessible for citizens with disabilities. The funds will be used to subsidize the urban gardening program and will be restricted to the purchase of gardening materials, plans and supplies, soil amendments, training, and printing. The U of MD will focus on volunteer recruitment to develop the gardens, train volunteers, and teach basic gardening skills.

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

**FOR THE FY 2009, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$0.00.**

**MWBOO GRANTED A WAIVER.**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

MINUTES

DHCD - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$19,500.00	9988-587-994	
33 <sup>rd</sup> CDBG	Special Capital Proj.	
19,500.00	9989-587-936	
34 <sup>th</sup> CDBG	Special Capital Proj.	
<u>\$39,000.00</u>		
\$19,500.00	-----	9988-593-810
		U of MD/MD
		Cooperative
		Extension
\$19,500.00	-----	9989-593-810
<u>\$39,000.00</u>		U of MD/MD
		Cooperative
		Extension

This transfer will provide funds to support the Urban Gardening Program.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with the University of Maryland. The transfer of funds was approved subject to receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter.

**MINUTES**

Department of Housing and - Grant Award  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of a grant award from the U.S. Department of Housing and Urban Development (HUD). The period of the award is for federal fiscal year 2008.

**AMOUNT OF MONEY AND SOURCE:**

\$10,326,155.00 - 4000-496209-3570  
7,843,008.00 - 4000-496309-3570  
**\$18,169,163.00**

**BACKGROUND/EXPLANATION:**

On February 19, 2008 HUD announced the approval of 51 Supportive Housing Program (SHP) renewal grants, one new SHP grant, and 21 Shelter Plus Care renewal grants to the Baltimore City Continuum of Care under the federal fiscal year 2008 Continuum of Care Homeless competition.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the grant award from the U.S.

Department of Housing and Urban Development.

**MINUTES**

Department of Housing and - Inter-governmental Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an inter-governmental agreement between the Maryland State Department of Human Resources, Baltimore City Department of Social Services and the Baltimore City Head Start Program. The period of the agreement is September 1, 2008 through August 31, 2010.

**AMOUNT OF MONEY AND SOURCE:**

\$1,534,405.00 - 5871-605-900-99-351  
- 5871-601-800-99-351

**BACKGROUND/EXPLANATION:**

This inter-governmental agreement will provide a comprehensive range of services. The Catholic Charities Head Start Centers will assist TCA pregnant women to attain the life skills and employment skills necessary to secure and maintain a healthy, balanced life.

**APPROVED FOR FUNDS BY FINANCE**

**(FILE NO. 57153)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the inter-governmental agreement between the Maryland State Department of Human Resources, Baltimore City Department of Social Services and the Baltimore City Head Start Program.

**MINUTES**

Mayor's Office of International - Expenditure of Funds  
and Immigrant Affairs

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an expenditure of funds to pay Cross Cultural Communications.

**AMOUNT OF MONEY AND SOURCE:**

\$1,279.50 - 5359-353-901-00-320

**BACKGROUND/EXPLANATION:**

This payment is for the Interpreter's Ethics Workshop provided by the director of Cross Cultural Communications, Ms. Marjory Bancroft. The goal of the Interpreter's Ethics Workshop is to train bilingual volunteers who will provide language assistance in City Agencies. The training occurred on February 11 and 12, 2009.

**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 expenditure of funds to pay Cross Cultural Communications. The Mayor **ABSTAINED.**

## MINUTES

TRAVELPolice Department

1. Raul Rivera \$133.76

On February 28, 2009, Mayor Sheila Dixon traveled to Newark NJ, Detectives Eric Eason and Raul Rivera accompanied the Mayor for executive protection purposes. The subsistence rate for this location is \$182.00 per day. The Department is requesting approval for Hotel expenses, parking and tolls.

Travel arrangements were not made in the timeframe to allow for an advance request to the Board.

Hotel	\$ 91.86
Parking & Tolls	<u>41.90</u>
<b>Total</b>	<b>\$133.76</b>

UPON MOTION duly made and seconded, the Board approved the Travel reimbursement to Detectives Eric Eason and Raul Rivera.

The Mayor **ABSTAINED**.

**MINUTES**

Department of Finance - Revised AM Policies, AM-303-1 & 309-1  
Expenditure Authorization and Small  
Purchases Procurement Card

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the revision of Administrative Manual policies on Direct Payment Orders, AM-303-1, renamed Expenditure Authorizations, and one related policy, AM-309-1, Small Purchases Procurement Card.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

In AM-303-1, there are three key changes in this policy revision: a) Increasing the dollar threshold from \$1,000.00 to \$5,000.00, b) Adding language encouraging the use of M/WBE vendors, and c) Updating procedures to reflect the new Expenditure Authorization (EA) process, which replaces Direct Payment Orders (DPO) in the new CityDynamics financial system.

Increasing the dollar threshold from \$1,000.00 to \$5,000.00 will have a number of direct benefits for the City. The transaction costs for processing low-dollar requisitions exceeds any savings that may be generated by the Bureau of Purchases, leading to a net loss for the City. Also, agencies will be able to procure goods and services more quickly, which will decrease wait times and allow Purchases to focus on requisitions with higher savings opportunities. This change also brings the City in line with the procurement practices of most other large Maryland counties.

This policy also includes revisions related to the use of minority and women's businesses for small purchases. Agencies are now explicitly directed to use these vendors when possible, and are provided a link to the City's M/WBE vendor directory.

## MINUTES

Department of Finance - cont'd

The other revisions to AM-303-1 reflect the procedural changes that will take effect with the new financial system. References to Direct Payment Orders (DPOs), which were entered into the Compass system, are eliminated. The revised policy reflects the procedure for requesting Expenditure Authorizations (EAs) in the new CityDynamics system.

AM-309-1, Small Purchases Procurement Card Program policy, establishes standards for issuance and use of the Small Purchases Procurement Card (SPPC) as administered by the Department of Finance, Bureau of Purchases. The program streamlines the purchase of small items for City agencies and quasi-agencies, allowing authorized purchasers a convenient alternative to a direct purchase order to make inexpensive day-to-day purchases necessary for City operations. This program has eliminated the issuance of many direct purchase orders, ensured prompt vendor payment, reduced the number of small dollar value checks, and facilitated the procurement of small dollar value items. The revisions to this policy reflect the increased dollar threshold in the revised AM-303-1, Expenditure Authorizations (replacing DPOs), and procedural changes necessary with the new financial system.

UPON MOTION duly made and seconded, the Board approved the revision of Administrative Manual policies on Direct Payment Orders, AM-303-1, renamed Expenditure Authorizations, and one related policy, AM-309-1, Small Purchases Procurement Card.

**MINUTES**

Bureau of Water and Wastewater (BW&WW) - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an expenditure of funds to pay the American Water Works Association for the City's membership renewal. The period of the membership is January 1, 2009 through December 31, 2009.

**AMOUNT OF MONEY AND SOURCE:**

\$17,525.00 - 2071-553-001-01-322

**BACKGROUND/EXPLANATION:**

Membership in the American Water Works Association provides the BW&WW the opportunity to keep up-to-date on water industry standards, security issues facing water systems, advances in technology, and issues involving the safety of drinking water.

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

UPON MOTION duly made and seconded, the Board approved the expenditure of funds to pay the American Water Works Association for the City's membership renewal.

**MINUTES**

Bureau of Water and Wastewater - On-Call Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an on-call consultant agreement with PB Americas, Inc., for Project No. 1084P, Environmental Restoration Design and Engineering Services. 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:**

\$500,000.00 - various accounts, depending on assigned tasks

**BACKGROUND/EXPLANATION:**

The Bureau of Water and Wastewater, requires environmental engineering services to fulfill the Municipal Stormwater Permit and review contract drawings for proposed construction for impact on the environment. The requests for these services are made on an as needed basis. The costs of services rendered will be based on a not-to-exceed negotiated price for each task assigned. The Department of Audits and MWBOO will review the payroll rates and multiplier for each task for compliance with the original agreement. The consultant was approved by the Office of Boards and Commissions and the Architectural Engineering Awards Commission.

**MBE/WBE PARTICIPATION:**

The contract will comply with all terms and conditions of the Minority and Women's Business Program in accordance with Baltimore City Code, Article 5, Section 28 on the aggregate amount of this contract.

<b>MBE:</b>	Coastal Resources, Inc.	\$105,000.00	21.0%
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## MINUTES

Bureau of Water and Wastewater - cont'd

**WBE:** EBA Engineering, Inc.                   \$ 50,000.00       10.0%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**AUDITS NOTED THIS ON-CALL AGREEMENT AND WILL REVIEW THE TASK ASSIGNMENTS.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the on-call consultant agreement with PB Americas, Inc., for Project No. 1084P, Environmental Restoration Design and Engineering Services.

**MINUTES**

Baltimore City Fire Department - Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a grant agreement with the State of Maryland Emergency Management Agency (MEMA). The period of the grant agreement is October 1, 2008 through September 30, 2009.

**AMOUNT OF MONEY AND SOURCE:**

\$9,206.00 - D/4599-212-901

\$2,301.50 - 1001-212-001

**BACKGROUND/EXPLANATION:**

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

The grant agreement is late because it was received in January from MEMA and the Law Department required some changes.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the grant agreement with the State of Maryland Emergency Management Agency.

**MINUTES**

Fire Department - Retroactive Payment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a retroactive payment to Mr. Timothy S. Byrd, Sr., for the pay periods ending November 11, 2008 through February 17, 2009.

**AMOUNT OF MONEY AND SOURCE:**

\$17,090.48 - 1001-000000-2120-226300-601061

**BACKGROUND/EXPLANATION:**

Mr. Byrd was on extended military leave. Upon his return from the military he was not properly paid for 8 payroll periods (PPE 11-11-08 through 2-17-09).

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the retroactive payment to Mr. Timothy S. Byrd, Sr., for the pay periods ending November 11, 2008 through February 17, 2009.

## 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. FRANK PARSONS<br>BUSINESS PRODUCTS, INC.  | \$14,024.50 | Low Bid     |
| Solicitation No. 07000 - Envelopes - Department of Finance -<br>Req. No. R519328   |             |             |
| 2. BA CLEANING SERVICES, INC.  | \$ 8,100.00 | Low Bid     |
| Solicitation No. B50000964 - Janitorial Services - Commission<br>on Aging and Retirement Education - Req. No. TBD        |             |             |
| 3. PFIZER, INC.  | \$11,520.00 | Low Bid     |
| Solicitation No. 07000 - Contraceptives - Health Department -<br>Req. No. R515838  |             |             |
| 4. STANDARD RESTORATION<br>AND WATERPROOFING CO.   | \$ 7,200.00 | Low Bid     |
| Solicitation No. B50001000 - Granite Panel Replacements -<br>Baltimore Convention Center - Req. No. R519095              |             |             |
| 5. VERIZON   | \$11,408.81 | Sole Source |
| Solicitation No. 08000 - Relocating DMARC, Cable and Serving<br>Terminal - Department of Public Works - Req. No. R502438 |             |             |

Verizon supplied telephone equipment located at 751 Eastern Avenue has been damaged due to moisture exposure. New equipment will be installed in another location in the building. The requisition is for purchase of parts for the existing, installed equipment.

- |  |             |             |
|--|-------------|-------------|
| 6. FLOTTWEG SEPARATION<br>TECHNOLOGY, INC.   | \$ 8,144.00 | Sole Source |
| Solicitation No. 08000 - Flottweg Parts - Department of<br>Public Works - Req. No. R520439 |             |             |

Flottweg Separation Technology, Inc. is the sole authorized vendor for Flottweg the parts in Maryland. The requisition is for purchase of parts for the existing, installed equipment.

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

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|--|--------------------|---------------------------------|
| 7. <u>DERO BIKE RACK COMPANY</u>   | <u>\$24,204.17</u> | <u>Low Bid</u>                  |
| Solicitation No. 07000 - Downtown Racks - Department of Transportation - Req. No. R515607  |                    |                                 |
| 8. <u>GETINGE</u>  | <u>\$ 6,855.00</u> | <u>Extension &amp; Increase</u> |
| Solicitation No. 08000 - Electrical Supply - Department of Public Works - Req. No. R520597 |                    |                                 |

On March 19, 2008, the Board approved the initial award in the amount of \$6,528.00 for the period of April 1, 2008 through March 31, 2008. The Board is requested to approve a one-year extension and an increase in the amount of \$6,855.00 for the same services, making the award amount \$13,383.00.

- |  |                     |                    |
|--|---------------------|--------------------|
| 9. <u>DAS SOLUTIONS, LLC</u>   | <u>\$ 25,570.00</u> | <u>Sole Source</u> |
| Solicitation No. 08000 - ABS Submersible Mixers - Department of Public Works Wastewater Facilities Division - Req. No. R518353 |                     |                    |

A requisition has been received from the Department of Public Works Wastewater Facilities Division to purchase two ABS submersible mixers. This requirement is specific and must be compatible with existing installed equipment. The vendor is the sole authorized distributor of ABS submersible mixers in this area.

It is hereby certified, that the above procurement is of such a nature that no advantage will result in seeking nor is it practical to obtain competitive bids. Therefore, pursuant to Article VI, Section 11 (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>
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Bureau of Purchases

- |   |              |             |
|---|--------------|-------------|
| 10. MEDTRONICS -<br>PHYSIO CONTROL  | \$ 47,020.20 | Sole Source |
| Solicitation No. 08000 - AED Defibrillator Parts - Fire Department - Req. No. R520420 |              |             |

The model is currently being used throughout the Baltimore City Police and Fire Departments and to ensure reliable operations, the agency desires to use factory authorized parts. The vendor is the manufacturer and sole distributor in Maryland.

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

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|--|--------------|-------------|
| 11. SANOFI PASTEUR,<br>INC.  | \$ 32,140.80 | Sole Source |
| Solicitation No. 08000 - Influenza Vaccine - Health Department, Bureau of Child Health and Immunization - Req. No. R517840 |              |             |

The vendor is the manufacturer and supplier of the vaccine. It is the only vaccine approved by the FDA for clients as young as six months old.

It is hereby certified, that the above procurement is of such a nature that no advantage will result in seeking nor would it be practical to obtain competitive bids. Therefore, pursuant to Article VI, Section 11 (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>
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Bureau of Purchases

- |  |              |                      |
|--|--------------|----------------------|
| 12. CTS LANGUAGE LINK<br>LIONBRIDGE GLOBAL<br>SOLUTIONS II INC.  | \$ 30,000.00 | Cooperative Purchase |
| Maryland State Contract No. 050B7800036 Translation Services<br>- Health Department - Req. No. R518654 |              |                      |

The Maryland Department of Budget and Management Research competitively solicited and awarded contract number 050B7800036 for translation services. These services are required for the City to comply with federal regulations for language access. These services are varied and specialized services and no advantage would be gained by the City in replicating the State's considerable efforts in establishing this contract.

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

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|---|--------------|----------|
| 13. MTS SEATING   | \$ 38,445.50 | Increase |
| Solicitation No. B50000859 - Como PC 28/9 Banquet Chairs -<br>Baltimore Convention Center - Req. Nos. R507229 |              |          |

On February 25, 2009, the Board approved the initial award in the amount of \$470,000.00 for the purchase of banquet chairs. Due to the agency deciding to include more options on the chairs, an increase in the amount of \$38,445.50 is necessary making the total award amount \$508,445.50.

**MWBOO GRANTED A WAIVER.**

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
<u>Bureau of Purchases</u>		
14. KIDSMART SOFTWARE	\$21,875.00	Ratification
	30,625.00	Renewal
	<u>\$52,500.00</u>	

Solicitation No. 08000 - Annual Renewal of SmartNet Hosting - Mayor's Office of Employment Development - Req. No. R517617

Due to an agency administrative error the contract expired on November 13, 2008. However, the vendor continued to supply services to meet the City's needs. It is requested that the expenditures from October 1, 2008 through March 11, 2009, be ratified and the renewal be approved under the same terms and conditions as Solicitation No. 08000. The renewal is for the period of March 12, 2009 through September 30, 2009.

**MWBOO GRANTED A WAIVER.**

15. W.W. GRAINGER, INC.	\$500,000.00	Cooperative Purchase
BPO-001B8900505 Maryland State - Supplies for Maintenance Repair and Operations - Department Various - Req. Nos. Various		

The City requires a blanket contract whereby all of its agencies can obtain supplies for maintenance, repair, and operations. Such a contract was competitively bid by the Maryland State General Services Division to obtain large quantities and discount pricing.

**MWBOO ASSIGNED GOALS OF 5% MBE AND 0% WBE.**

<b>MBE:</b> Configuration, Inc.	\$25,000.00	5%
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**MWBOO FOUND VENDOR IN COMPLIANCE.**

**A LETTER OF PROTEST HAS BEEN RECEIVED FROM THE MARYLAND MINORITY CONTRACTORS ASSOCIATION, INC.**

**THE PROTEST FROM THE MARYLAND MINORITY CONTRACTORS ASSOCIATION, INC. HAS BEEN WITHDRAWN.**

**MMCA-MARYLAND MINORITY CONTRACTORS ASSOCIATION, INC.**

A Chapter of American Minority Contractors and Businesses Association, Inc.

3010 Ridgewood Ave.  
Baltimore, Maryland 21215  
443-413-3011  
410-323-0932 fax

February 24, 2009

Via Facsimile: 410-685-4116  
Baltimore City Board of Estimates  
204 City Hall  
100 N. Holliday Street  
Baltimore, MD 21202  
Attention: Ms. H. B. Taylor  
Clerk to the Board

Re: Bid Protest-Item 19, Page 66-Proposed Non-competitive Award to W.W. Grainger, Inc.  
("Grainger")

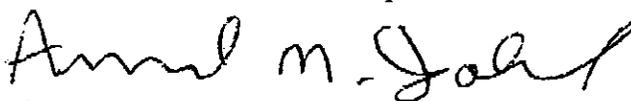
This Association is a Maryland chartered corporate body whose corporate purpose is to represent and advocate on behalf of the economic interests of minority and women-owned business enterprises.

We institute this protest on behalf of this Association and moreover, on behalf of Sue-Ann's Office Supply, Inc. (Sue-Ann's), a Baltimore City certified M/WBE firm that has been identified to participate on the subject contract.

The basic issue is that the proposed contract with W.W. Grainger, Inc. is *Ultra Vires* and unlawful because it has not been competitively bid in accordance with Article VI, Section 11 of the Baltimore City Charter. Moreover, the proposed contract violates the City's M/WBE utilization Ordinance in that the established MBE goal of 5% is substantially too low, given the large number of qualified MBE firms available to perform on this contract. Also, the complete absence of any WBE goal on the contract is facially inappropriate given the large number of WBE firms available to perform on the proposed contract.

The protestants will be harmed if the contract is approved. MMCA's corporate purpose will be harmed and frustrated and Sue-Ann's will lose contract opportunities due to the low MBE goal and no WBE goal applied to the contract.

Accordingly, we respectfully request that Your Honorable Board reject this proposed contract award. I will appear at the Board's 02-25-09 public meeting to give argument supporting my request that the Board reject this proposed non-competitive bid. Thank You for your kind and favorable consideration of this protest.



Arnold M. Jolivet  
Managing Director



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:

1002 - 1003

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.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS:

Bureau of Purchases

1.	B50000888, Towing & Road Service for Cars & Light Trucks	<u>1<sup>st</sup> Call:</u> The Auto Barn, Inc.  <u>2<sup>nd</sup> Call:</u> Frankford Towing	\$ 900,000.00   100,000.00 <u>\$1,000,000.00</u>
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MWBOO SET GOALS OF 5% MBE AND 0% WBE.

MWBOO FOUND BOTH VENDORS IN NON-COMPLIANCE DUE TO INCONSISTENCIES IN THEIR DOCUMENTATION. HOWEVER, HAD THE DOCUMENTS BEEN COMPLETED CORRECTLY THEY WOULD HAVE BEEN IN COMPLIANCE. AN AWARD IS RECOMMENDED CONTINGENT UPON BOTH VENDORS COMING INTO COMPLIANCE WITHIN 14 DAYS AFTER BOARD APPROVAL.

The Auto Barn:

<b>MBE:</b>	JJ Adams Fuel Oil Co.	\$45,000.00	5.00%
	Millennium Auto Parts	\$45,000.00	5.00%
	Universal Carrier Industries, LLC	\$45,000.00	5.00%

\*On Part B, MBE Participation Disclosure Form, Bidder lists total MBE Percentage of entire contract as 5%. However, on Part C: MBE/WBE and Prime Contractor's Statement of Intent form for JJ Adams Fuel Oil Co., Millennium Auto Parts, and Universal Carriers Industries, the subcontract percentage of total contract listed for each company is 5%.

## MINUTES

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS:**Bureau of PurchasesFrankford Towing, Inc.

<b>MBE:</b>	Cherry Hill Towing	\$ 5,000.00	5.00%
	JJ Adams Fuel Oil Co.	\$ 5,000.00	5.00%

\*Bidder did not list JJ Adams Fuel Oil Company on Part B, MBE Participation Disclosure Form but included an executed Part C: MBE/WBE and Prime Contractor's Statement of Intent form for JJ Adams Fuel Oil Company. Bidder did not complete Part D: MBE/WBE Participation Affidavit. The forms do not have the required Notary Public seal.

- |    |   |                           |              |
|----|---|---------------------------|--------------|
| 2. | B50000973, Sign,<br>Screen & Digital<br>Printing Supplies | Martin Supply<br>Co, Inc. | \$135,000.00 |
|----|---|---------------------------|--------------|

**MWBOO GRANTED A WAIVER.**

- |    |   |                            |              |
|----|---|----------------------------|--------------|
| 3. | B50000903, Furnish<br>& Deliver Authentic<br>Korean Meals | New No Da Ji<br>Restaurant | \$ 54,000.00 |
|----|---|----------------------------|--------------|

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

**MINUTES**

Baltimore Development Corporation - Relocation Expenses

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the payment of the relocation expenses to Mr. Bernie Delay of 407 Ensor Street (a/k/a 418 Oldtown Mall), third floor.

**AMOUNT OF MONEY AND SOURCE:**

\$16,380.00 - 9910-902879-9601-900000-700000

**BACKGROUND/EXPLANATION:**

The BDC purchased 407 Ensor Street (a/k/a 418 Oldtown Mall) to be included in the Disposition Lot 25B land assembly, in accordance with the Oldtown Urban Renewal Plan. As a result, it is necessary to relocate the residents of this property.

On January 21, 2009, the Board approved payment of the partial relocation expenses in the amount of \$11,138.00 for Mr. Delay. This payment represented one year of rental assistance plus moving expenses. These figures were based on an initial estimate from Diversified Property Services, the BDC's relocation consultant. Since then, Mr. Delay found an apartment and the BDC can calculate with greater accuracy his total relocation expenses (42 months of rental assistance plus moving expenses), which will be \$27,518.00.

This payment of \$16,380.00 will cover the remainder of Mr. Delay's relocation expenses.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**MINUTES**

BDC cont'd

**TRANSFER OF FUNDS**

<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT/S</u></b>
\$16,380.00	9910-600-575	9910-601-879
19 <sup>th</sup> EDF	Constr. Res. (E. Balto. Ind. & Comml. Dev.)	Comml. Revit.

This transfer will provide funds for the payment of the final relocation expenses to Mr. Bernie Delay for the property known as 407 Ensor Street (a/k/a 418 Oldtown Mall), third floor, which is part of the land assembly needed for the redevelopment of Oldtown Mall.

**(FILE NO. 56688)**

UPON MOTION duly made and seconded, the Board approved the payment of the relocation expenses to Mr. Bernie Delay of 407 Ensor Street (a/k/a 418 Oldtown Mall), third floor. The transfer of funds was approved subject to receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter.

## MINUTES

Health Department - Grant Agreements and Agreements and  
Declarations of Covenants and Restrictions

The Board is requested to approve and authorize execution of the grant agreements and the agreements and declarations of covenants and restrictions for the lead abatement action project with the listed homeowner(s):

	<u>Grantee</u>	<u>Property Address</u>	<u>Amount</u>
1.	CARAL GARDENS ASSOC., LLP	407 Thornfield Road	\$ 1,075.00
2.	CARAL GARDENS ASSOC., LLP	417 Thornfield Road	\$ 6,531.25
3.	CARAL GARDENS ASSOC., LLP	513 Thornfield Road	\$ 2,450.00
4.	CARAL GARDENS ASSOC., LLP	515 Thornfield Road	\$ 2,350.00
5.	CARAL GARDENS ASSOC., LLP	517 Thornfield Road	\$ 2,350.00
6.	CARAL GARDENS ASSOC., LLP	519 Thornfield Road	\$ 7,618.75
7.	CARAL GARDENS ASSOC., LLP	521 Thornfield Road	\$ 2,425.00
8.	CARAL GARDENS ASSOC., LLP	523 Thornfield Road	\$ 8,750.00
9.	CARAL GARDENS ASSOC., LLP	527 Thornfield Road	\$ 2,425.00
10.	CARAL GARDENS ASSOC., LLP	529 Thornfield Road	\$ 2,450.00
11.	CARAL GARDENS ASSOC., LLP	531 Thornfield Road	\$ 2,537.50

## MINUTES

Health Department - cont'd

	<u>Grantee</u>	<u>Property Address</u>	<u>Amount</u>
12.	CARAL GARDENS ASSOC., LLP	537 Thornfield Road	\$ 2,425.00
13.	CARAL GARDENS ASSOC., LLP	539 Thornfield Road	\$ 2,350.00
14.	CARAL GARDENS ASSOC., LLP	541 Thornfield Road	\$ 2,350.00
15.	CARAL GRADENS ASSOC., LLP	545 Thornfield Road	\$ 3,825.00
16.	CARAL GARDENS ASSOC., LLP	547 Thornfield Road	\$ 2,350.00
17.	CARAL GARDENS ASSOC., LLP	549 Thornfield Road	\$ 2,350.00
18.	CARAL GARDENS ASSOC., LLP	551 Thornfield Road	\$ 2,425.00
19.	CARAL GARDENS ASSOC., LLP	553 Thornfield Road	\$ 4,120.00
20.	CARAL GARDENS ASSOC., LLP	555 Thornfield Road	\$ 2,350.00
21.	CARAL GARDENS ASSOC., LLP	557 Thornfield Road	\$ 9,890.00
22.	CARAL GARDENS ASSOC., LLP	561 Thornfield Road	\$ 5,350.00
23.	CARAL GARDENS ASSOC., LLP	563 Thornfield Road	\$ 4,775.00
24.	CARAL GARDENS ASSOC., LLP	4600 Parkton Street	\$ 2,700.00

## MINUTES

Health Department - cont'd

	<u>Grantee</u>	<u>Property Address</u>	<u>Amount</u>
25.	CARAL GARDENS ASSOC., LLP	4604 Parkton Street	\$ 820.00
26.	CARAL GARDENS ASSOC., LLP	4610 Parkton Street	\$ 2,870.00
27.	CARAL GARDENS ASSOC., LLP	4614 Parkton Street	\$ 950.00
28.	CARAL GARDENS ASSOC., LLP	4618 Parkton Street	\$ 1,125.00
29.	CARAL GARDENS ASSOC., LLP	4624 Parkton Street	\$ 1,950.00
30.	CARAL GARDENS ASSOC., LLP	4626 Parkton Street	\$ 4,150.00
31.	CARAL GARDENS ASSOC., LLP	4628 Parkton Street	\$ 2,025.00
32.	CARAL GARDENS ASSOC., LLP	4630 Parkton Street	\$ 820.00

## MINUTES

Health Department - cont'd

	<u>Grantee</u>	<u>Property Address</u>	<u>Amount</u>
33.	CARAL GARDENS ASSOC., LLP	4642 Parkton Street	\$ 7,865.00
34.	CARAL GARDENS ASSOC., LLP	4650 Parkton Street	\$ 965.00
35.	CARAL GARDENS ASSOC., LLP	4515 Cedar Garden Rd.	\$ 3,425.00
36.	CARAL GARDENS ASSOC., LLP	412-A Colleen Road	\$ <u>740.00</u>
		<b>Total</b>	<b>\$79,624.00</b>

Account: 4319-305-503-00-326

**BACKGROUND/EXPLANATION:**

Caral Gardens Associates, LLP has applied to the City for a grant to undertake lead hazard reduction work on the above-listed properties of the grantee.

Caral Gardens Associates, LLP or its certified contractors will perform the services, provide the materials for the project on the properties, and agree that the project will be subject to occupancy and rental covenants and restrictions in the form required by the City for a three-year period from the time the lead hazard reduction work is completed. Caral Gardens Associates, LLP is required to contribute 20% of the cost for the lead abatement.

**MINUTES**

Health Dept. - cont'd

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the grant agreements and the agreements and declarations of covenants and restrictions for the lead abatement action project with the aforementioned homeowner(s).

**MINUTES**

Department of Transportation - Amendment No. #3 to  
On-Call Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of amendment no. 3 to the on-call agreement with Gannett Fleming, Inc. for Project No. 976, On-Call Bridge Design and Engineering Services. This amendment will extend the period of the agreement through March 22, 2011 or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$300,000.00 - Upset limit

**BACKGROUND/EXPLANATION:**

On March 23, 2005, the Board approved an on-call agreement, in the amount of \$500,000.00, with Gannett Fleming, Inc. for Project No. 976, On-Call Bridge Design and Engineering Services in Baltimore City. On December 20, 2006, the Board approved amendment no. 1 to the agreement for a one-year no-cost time extension to allow the consultant additional time to complete the Howard Street Arch Removal Project and investigate the Fells Landing Bulkhead failure. On April 4, 2007, the Board approved amendment no. 2 to extend the period of the agreement for one year and increase the upset limit by \$250,000.00 to allow the consultant additional time to complete the subsequent design for the repair of the Fells Landing Bulkhead failure.

This amendment no. 3 to the on-call agreement will increase the upset limit by \$300,000.00 and extend the agreement through March 22, 2011.

**AUDITS NOTED THE TIME EXTENSION AND INCREASE TO THE UPSET LIMIT AND WILL REVIEW TASK ASSIGNMENTS.**

UPON MOTION duly made and seconded, the Board approved and

MINUTES

Department of Transportation - cont'd

authorized execution of amendment no. 3 to the on-call agreement with Gannett Fleming, Inc. for Project No. 976, On-Call Bridge Design and Engineering Services.

## MINUTES

PROPOSAL AND SPECIFICATIONS

- Bureau of Water Wastewater - WC 1198, Urgent need work  
Infrastructure Rehabilitation  
Various Locations.  
**BIDS TO BE RECV'D: 04/29/2009**  
**BIDS TO BE OPENED: 04/29/2009**
- Bureau of Water Wastewater - SC 852, Denitrification  
Filters and Related Work for  
the Enhanced Nutrient Removal  
Facilities at the Patapsco  
Wastewater Treatment Plant.  
**BIDS TO BE RECV'D: 05/20/2009**  
**BIDS TO BE OPENED: 05/20/2009**
- Bureau of Water Wastewater - WC 1189, Replacement of Wash  
Water Pumps at Montebello  
Filtration Plant #2.  
**BIDS TO BE RECV'D: 05/13/2009**  
**BIDS TO BE OPENED: 05/13/2009**

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

## MINUTES

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 Addenda extending the dates for receipt and opening of bids on the following contracts.

There were no objections.

- Bureau of Transportation - TR 02057, Pre Stressed Concrete Girder Bridge No. BC6513 on Nicodemus Road Over Liberty Reservoir  
**BIDS TO BE RECV'D: 04/08/2009**  
**BIDS TO BE OPENED: 04/08/2009**
- Bureau of Transportation - TR 09010R, Resurfacing Highways at Various Locations City-wide Emergency - JOC  
**BIDS TO BE RECV'D: 04/01/2009**  
**BIDS TO BE OPENED: 04/01/2009**
- Bureau of Transportation - TR 00045, Rehabilitation of Orleans Street from Central Avenue to Wolfe Street  
**BIDS TO BE RECV'D: 04/08/2009**  
**BIDS TO BE OPENED: 04/08/2009**
- Bureau of General Services - PB 08820, Fallsway Housing and Service Center, 620 Fallsway  
**BIDS TO BE RECV'D: 04/08/2009**  
**BIDS TO BE OPENED: 04/08/2009**
- Bureau of Purchases - B50000980, Outreach Vehicle  
**BIDS TO BE RECV'D: 04/08/2009**  
**BIDS TO BE OPENED: 04/08/2009**

MINUTES

Bureau of Purchases

- B50000981, Pickup Truck with Enclosed Utility Body  
**BIDS TO BE RECV'D: 04/08/2009**  
**BIDS TO BE OPENED: 04/08/2009**

Bureau of Purchases

- B50000991, Dive Team Vehicle  
**BIDS TO BE RECV'D: 04/08/2009**  
**BIDS TO BE OPENED: 04/08/2009**

## MINUTES

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

Department of Transportation - TR 05315, Rehabilitation of  
Northern Parkway from Park  
Heights Avenue to Falls Road

M. Luis Construction Co., Inc.  
P. Flanigan & Sons, Inc.  
Civil Construction, LLC  
Machado Construction Co., Inc.

Bureau of General Services - PB 08831, BARCS Baltimore Animal  
Rescue & Care Shelter

Houck Services, Inc.  
Innovative Floor Systems, Inc.

Bureau of General Services - RP 07836, Chick Webb Recreation  
Center Heating System Upgrade,  
Phase II

Bureau of Purchases - B50000965, Outcome Budgeting -  
Consultant Services

Public Strategies Group  
Public Financial Management,  
Inc.

MINUTES

Bureau of Purchases

- B50000976, Provide Repair for  
the Central Chilled Water Systems  
for Baltimore City

R.F. Warder, Inc.  
J.F. Fischer, Inc.  
Temp Air Co., Inc.

Bureau of Purchases

- B50000997, High Intensity  
Prismatic Reflective Sheeting  
Series 3930 and other Supplies

3M Company  
Garden State Highway  
Products, Inc.  
Custom Products Corp.  
Newman Signs, Inc.  
Rocal, Inc.  
Osburn Associates, Inc.

**MINUTES**

There being no objections, the Board UPON MOTION duly made and seconded, the Board adjourned until its next regularly scheduled meeting on Wednesday, April 1, 2009.

JOAN M. PRATT  
Secretary