

MINUTES**REGULAR MEETING**

Stephanie Rawlings-Blake, President
Sheila Dixon, Mayor - **ABSENT**
Joan M. Pratt, Comptroller and Secretary
George A. Nilson, City Solicitor
Donald Huskey, Deputy City Solicitor
David E. Scott, Director of Public Works
Ben Meli, Deputy Director of Public Works
Bernice H. Taylor, Deputy Comptroller, and Clerk

The meeting was called to order by the President.

Pursuant to Article VI, Section 1(c) of the revised City Charter effective July 1, 1996, the Honorable Mayor, Sheila Dixon, in her absence during the meeting, designated Mr. Edward J. Gallagher, Director of Finance, to represent the Mayor and exercise her power at this Board meeting.

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

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

ACC Painting Contracting	\$	216,000.00
Case Foundation Company	\$	371,763,000.00
Chesapeake Electrical Systems, Inc.	\$	8,000,000.00
Commercial Window Group, Inc.	\$	207,000.00
J. Fletcher Creamer & Son, Inc.	\$	380,436,000.00
Eastern Window Specialists, Inc.	\$	2,286,000.00
High Steel Structures, Inc.	\$	174,732,000.00
Industrial Refrigeration Services, Inc.	\$	7,956,000.00
K & K Adams, Inc.	\$	8,000,000.00
M & J Construction Co., Pinellas County, Inc.	\$	17,480,000.00
M. Luis Construction Co., Inc.	\$	87,192,000.00
Metropolitan Siding & Windows, Inc.	\$	8,000,000.00
MRC Construction Corp.	\$	4,968,000.00
Piping & Corrosion Specialties, Inc.	\$	8,000,000.00
Transdyn, Inc.	\$	1,739,019,000.00

MINUTES**BOARDS AND COMMISSIONS** - cont'd2. Prequalification of Architects and Engineers

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

Aresolve Engineering, Inc.	Engineer
Fort Pitt Group d/b/a Blue Dot Services of MD	Engineer
Gale Associates, Inc.	Engineer
Medina Consultants, P.C.	Engineer
Shah & Associates, Inc.	Engineer

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

MINUTES

Bureau of General Services (BGS) - Developers' Agreements

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

	<u>DEVELOPER</u>	<u>NO.</u>	<u>AMOUNT</u>
1.	F.M. HARVEY CONSTRUCTION COMPANY, INC.	1131	\$ 17,470.00

The F.M. Harvey Construction Company, Inc. would like to install a new water service to its proposed construction located in the vicinity of 3500 Foster Avenue. This agreement will allow the developer to do its own installation in accordance with Baltimore City Standards.

A performance bond in the amount of \$17,470.00 has been issued to F.M. Harvey Construction Company which assumes 100% of the financial responsibility.

2.	MERCY MEDICAL CENTER, INC.	1043H	\$279,778.00
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The Mercy Medical Center, Inc., is constructing a new clinical tower at 333 St. Paul Place. This project requires substantial improvements in the public right of way. This agreement will allow the developer to perform the needed improvements in accordance with Baltimore City Standards.

An irrevocable standby letter of credit in the amount of \$279,778.00 has been issued to Mercy Medical Center, Inc. which assumes 100% of the financial responsibility.

3.	AT & T CORPORATION	1100A, C & D	\$574,418.00
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The AT & T Corporation is building a fiber optic run from its plant in Sykesville to the Verizon plant located on Pleasant Street. This will entail at least three new conduit segments in Baltimore City in addition to those already approved. These agreements will allow the organization to perform its own installation in accordance with Baltimore City Standards.

MINUTES

BGS - cont'd

A construction restoration bond in the amount of \$574,418.00 has been issued to the AT & T Corporation which assumes 100% of the financial responsibility.

MBE/WBE PARTICIPATION:

City funds will not be utilized for the projects, therefore, MBE/WBE participation is not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the various developers' agreements. The President **ABSTAINED** on item no. 3.

MINUTES

Department of Public Works/ - Temporary Easement Agreement
Bureau of General Services

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a temporary easement agreement with the Northern Parkway Professional Center, LLC, for the property known as 6101 Fenwick Avenue, 5210J, Lot 8. The period of the agreement is effective upon the date of physical entry for a period of one year, and not to exceed two years.

AMOUNT OF MONEY AND SOURCE:

\$1.00

BACKGROUND/EXPLANATION:

The Bureau of Water and Wastewater is proposing to perform certain work in conjunction with the Herring Run Sanitary Sewer Project No. SC-856 in the vicinity of the property owned by the Northern Parkway Professional Center, LLC, known as 6101 Fenwick Avenue, 5210J, Lot 8.

The work requires a portion of the property to be disturbed for construction access.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the temporary easement agreement with the Northern Parkway Professional Center, LLC, for the property known as 6101 Fenwick Avenue, 5210J, Lot 8.

MINUTESPolice Department - Employment Agreements

The Board is requested to approve and authorize execution of the following employment agreements. The period of the agreement is effective upon Board approval for one year.

	<u>Name</u>	<u>Hourly Rate</u>	<u>Amount</u>
1.	JANICE M. ANDERSON	\$14.42	\$30,000.00
2.	EUGENE J. CASSIDY	\$14.42	\$30,000.00
3.	LAVINIA M. DAVIS	\$14.42	\$30,000.00
4.	PATRICIA A. D. DAVIS	\$14.42	\$30,000.00
5.	WALTER G. HEUER	\$14.42	\$30,000.00
6.	WENDALL S. MILLER, JR.	\$14.42	\$30,000.00
7.	CELIO OLIVERAS, JR.	\$14.42	\$30,000.00
8.	MILTON H. SCHALIZKI, JR.	\$14.42	\$30,000.00
9.	TERRY WILLIAMS	\$14.42	\$30,000.00

Account: 1001-000000-2010-198300-601062

On January 3, 1996, the Board approved a waiver to Administrative Manual Policy AM 212-1, which allowed the Baltimore Police Department to hire retired Police Officers as contract employees.

The retirees will perform a variety of tasks, previously performed by full-duty Police Officers, which are supportive in nature. This will allow the Department to continue to assign active Police Officers to crime fighting duties.

The retirees will receive no benefits other than workmen's compensation and F.I.C.A.

APPROVED FOR FUNDS BY FINANCE

MINUTES

Police Department - cont'd

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

MINUTESPolice Department (BPD) - Consultant Services Agreements

The Board is requested to approve and authorize execution of the consultant services agreements. The period of the agreement is effective upon Board approval through March 31, 2010, with a renewal option of one year, at the sole discretion of the City.

<u>Polygraph Specialist</u>	<u>Based on number of Exams. Performed</u>	<u>Amount</u>
1. BROCK W. BUTTERFIELD	\$200.00/scheduled \$100.00/No Show	\$35,000.00
2. EARL W. MAISEL	\$200.00/scheduled \$100.00/No Show	\$35,000.00

Account: 1001-000000-2000-195600-603026

It has been the policy of the BPD and is now a Maryland Police Training Commission requirement to polygraph every applicant before completing their hiring process.

Mr. Butterfield is retired from the Defense Security Agency and has been a polygraph examiner for thirty-five years. Mr. Maisel is retired from the National Security Agency as Chief of the polygraph division with thirty-four years of services.

Messrs. Butterfield and Maisel will be paid based on the number of examinations performed; \$200.00 per scheduled examination and \$100.00 for each examination that does not occur because of "no show".

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

MINUTESBureau of General Services - Minor Privilege Permit Application

The Board is requested to approve the following applications for a Minor Privilege Permit. The applications are in order as 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. 233 E. Redwood Street	Garrett Associates	One handicap ramp 18' x 4'
Annual Charge: \$70.30		
2. 8 - 10 E. Cross Street	Rather Properties, LLC	Two dumpsters 3'4" x 6 ½ '
Annual charge: \$552.00		
3. 453 E. 28 th Street	Glovnest, LLC	One handicap ramp 24' x 40"
Annual Charge: \$70.30		
4. 1741 W. North Avenue	1741 W. North Avenue, LLC	One handicap ramp 9' x 3'
Annual charge: \$70.30		
5. 620 N. Eutaw Street	Zerom G. Weldemlac	One handicap ramp 11' x 4'
Annual charge: \$70.30		
6. 101 President Street	Brewmaster Hotel, LLC	One double face electric sign 33½' x 3'
Annual Charge: \$532.65		
7. 1101 N. Wolfe Street	East Baltimore Development, Inc.	Service connection 3 linear ft.
Flat charge: \$10.50		

MINUTES

BGS - cont'd

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
8. 1734 Thames Street	Brian G. Logan	Retain one double face electric sign, two bow windows, four lamps.
Annual charge: \$533.49		
9. Mulberry and Charles Streets, Cathedral and Eager Streets	Focus on Women Magazine	Install two newspaper boxes
Annual charge: \$46.80		
10. 743 S. Montford Avenue	BMW, LLC	Five awnings, (three 5' x 3', one 8' x 3', and one 6' x 6'3")
Annual charge: \$357.10		
11. 31 S. Calvert Street	31 South Calvert Street, LLC	Two double face electric signs 8' x 2'
Annual charge: \$281.60		

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

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

MINUTES

Department of Housing and - Operating Budget
Community Development Appropriations Transfer

ACTION REQUESTED OF B/E:

The Board is requested to approve an appropriation adjustment order (AAO) to transfer unallocated appropriations between the following programs:

Program 593 - Community Support Projects
Program 119 - Community Action Partnership

AMOUNT OF MONEY AND SOURCE:

\$189,810.00 - Community Development Block Grant Funds
(CDGB)

BACKGROUND/EXPLANATION:

The AAO is needed due to an amendment in the CDGB's contract to fund the Community Initiatives Program.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved the appropriation adjustment order to transfer unallocated appropriations between the aforementioned programs.

MINUTES

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the land disposition agreement with Harbor Development, LLC, developer, for the sale of the City-owned property located at 338 E. 25th Street.

AMOUNT OF MONEY AND SOURCE:

\$20,000.00 - Purchase price

BACKGROUND/EXPLANATION:

The developer has paid the City a good faith deposit of \$1,000.00.

The development plans consist of the conversion of this vacant lot into a newly constructed four-story mixed-use building in the Harwood Neighborhood. The project will allow Harbor Development, LLC to relocate its business operations to E. 25th Street and to continue expanding their great works in the community. The basement of the building will be utilized as office space.

In addition to this project, Harbor Development, LLC is using private funds to finance the project. The property currently generates \$124.00 in City and State property taxes. Once the newly constructed building is occupied, the property will be active on the Baltimore City tax rolls, thereby preventing tax abandonment.

MINUTES

DHCD - cont'd

The re-assessment of the property is expected to generate an estimated \$10,000.00 in real estate taxes to the City of Baltimore.

MBE/WBE PARTICIPATION:

The property is not subject to Article 5, Subtitle 28 of the Baltimore City Code because it will be sold at market value.

(FILE NO. 57196)

UPON MOTION duly made and seconded, the Board approved and authorized execution of the land disposition agreement with Harbor Development, LLC, developer, for the sale of the City-owned property located at 338 E. 25th Street.

MINUTES

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the land disposition agreement with Infinity Development Group (IDG), developer, for the sale of City-owned properties located at 904, 908, 910, 912, 914, 918, 921, 924, 930, 931, 937, and 945 Bennett Place.

AMOUNT OF MONEY AND SOURCE:

\$ 2,000.00	-	904 Bennett Place
2,000.00	-	908 Bennett Place
2,000.00	-	910 Bennett Place
2,000.00	-	912 Bennett Place
2,000.00	-	914 Bennett Place
2,000.00	-	918 Bennett Place
2,000.00	-	921 Bennett Place
2,000.00	-	924 Bennett Place
2,000.00	-	930 Bennett Place
2,000.00	-	931 Bennett Place
2,000.00	-	937 Bennett Place
2,000.00	-	945 Bennett Place
\$24,000.00	-	Purchase price

BACKGROUND/EXPLANATION:

The IDG has paid the City a good faith deposit of \$1,000.00 for each of the above listed properties.

The developer focuses on developing affordable and mixed-use housing in the Mid Atlantic region. Prior to soliciting to purchase the above listed properties, the IDG, purchased ten privately-owned houses on the same block. These properties were part of Phase I of its Renaissance Row Project and were rehabi-

MINUTES

DHCD - cont'd

litated and successfully marketed as rental homes. The IDG is currently seeking to purchase and rehabilitate 12 additional City-owned properties on Bennett Place as part of Phase II of its Renaissance Row Project.

The completion of the IDG's Renaissance Row Phase II Project will dramatically transform the landscape of Bennett Place. The sale of these 12 City-owned properties will generate an estimated \$2,558.00 in combined City and State tax revenue per property.

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

The above listed properties on Bennett Place were appraised September 27, 2008 for \$15,460.00 and negotiated to a purchase price of \$2,000.00 per property due to the extensive rehabilitation needed to make the properties livable. The majority of the houses suffer from fire damage that has left them as shells without roofs. In addition, a number of the properties have trees growing through the roof, back walls that have deteriorated and collapsed, and non-existent plumbing and wiring. The sale and rehabilitation of these dilapidated properties will significantly improve the appearance of Bennett Place and reduce the blight in the Harlem Park Community.

MBE/WBE PARTICIPATION:

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

(FILE NO. 57195)

UPON MOTION duly made and seconded, the Board approved and authorized execution of the land disposition agreement with Infinity Development Group, developer, for the sale of City-owned properties located at 904, 908, 910, 912, 914, 918, 921, 924, 930, 931, 937, and 945 Bennett Place.

MINUTES

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the land disposition agreement with Mr. Bryant Alexander, developer, for the sale of the City-owned property located at 1514 Druid Hill Avenue.

AMOUNT OF MONEY AND SOURCE:

\$1,000.00 - Purchase price

BACKGROUND/EXPLANATION:

Mr. Bryant Alexander, a Baltimore City resident, is participating in the Department's Side Yard Program. Per the Side Yard Program, adjacent property owners are given the opportunity to purchase City-owned vacant lots that adjoin their property. The purchase price is equivalent to the assessed value of the property.

MBE/WBE PARTICIPATION:

The property is not subject to Article 5, Subtitle 28 of the Baltimore City Code because it will be sold at market value.

(FILE NO. 57194)

UPON MOTION duly made and seconded, the Board approved and authorized execution of the land disposition agreement with Mr. Bryant Alexander, developer, for the sale of the City-owned property located at 1514 Druid Hill Avenue.

MINUTES

Mayor's Office of Employment Development (MOED) - Incentive Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of an incentive grant award from the Maryland Department of Labor Licensing and Regulation. The period of the incentive grant award is July 1, 2008 through June 30, 2009.

AMOUNT OF MONEY AND SOURCE:

\$15,331.00 - H8969-631

BACKGROUND/EXPLANATION:

MOED has received an incentive grant award for program year 2007 performance.

The MOED will utilize the award for specific administrative and program costs. The costs are associated with providing eligible youth, adults, and employers with coordinated employment and training services. These services will include, but will not be limited to labor marketing information, career assessment, specific skills training, job readiness training, prevocational training, other intensive services, and workforce development supportive services. These services are designed to prepare eligible City residents for long-term, gainful employment opportunities in the labor market mainstream and to promote self-sufficiency and economic independence.

The incentive grant award is late because the Department recently received the approved copy of the grant award.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

MOED - cont'd

UPON MOTION duly made and seconded, the Board approved acceptance of the incentive grant award from the Maryland Department of Labor Licensing and Regulation.

MINUTESHealth Department - Agreements, Amendment to Agreements,
and Grant Agreement

The Board is requested to approve and authorize execution of the various agreements, amendments to agreements, and a grant agreement.

AGREEMENTS

1. **MARYLAND ACADEMY OF SCIENCES D/B/A** **\$10,000.00**
MARYLAND SCIENCE CENTER

Account: 5000-530309-3040-278900-600005

The organization will use science education to reach students, regardless of their economic status, with educational messages about their own health and well being. It will work with the Health Department to increase scientific understanding about the harmful effects of tobacco; to increase awareness of the negative effects of smoking in community and personal settings (secondhand smoke exposure); and to increase awareness of the negative aspects of tobacco use. The period of the agreement is July 1, 2008 through June 30, 2009.

This agreement is late because the FY'09 Grant Award from the Department of Health and Mental Hygiene was received late in the funding period (November 6, 2008).

2. **SISTERS TOGETHER AND REACHING** **\$20,000.00**
INCORPORATED (STAR)

Account: 6000-621309-3040-559000-603051

The STAR will provide comprehensive Sexually Transmitted Disease testing services. Clients will be able to access testing for Syphilis, Gonorrhea, Chlamydia, Hepatitis C and

MINUTESHealth Department - cont'd

HIV in a confidential setting. The STAR will also provide clients an option to receive their results face-to-face aboard their mobile unit or over the telephone by the Baltimore City Health Department Results line. The period of the agreement is January 1, 2009 through December 31, 2009.

This agreement is being processed at this time because funds were awarded late in the grant year; and because of changes to the budget accounting system.

3. **INTERGROUP SERVICES, INC. (ISI)** **\$820,410.00**

Account: 4000-427709-3040-278104-603051

The organization provides technical, research, and administrative support services for the Greater Baltimore HIV Planning Council (PC) that is federally mandated by the Ryan White Treatment Modernization Act. It conducts needs assessments of people living with HIV and AIDS and identifies barriers to access and care. The ISI provides support to allow the PC to fulfill mandates regarding membership slots representing HIV service-related agencies and organizations and updates and reviews the standards of care to reflect current public health standards. The period of the agreement is March 1, 2009 through February 28, 2010.

This agreement is late because budget negotiations delayed processing and because of changes to the budget accounting system.

MWBOO GRANTED A WAIVER.

MINUTES

Health Department - cont'd

SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM

4.	THE HISTORIC EAST BALTIMORE COMMUNITY ACTION COALITION, INC., ADMINISTRATION OFFICE	\$	0.00
5.	THE HISTORIC EAST BALTIMORE COMMUNITY ACTION COALITION, INC., EAST BALTIMORE TECHNOLOGY	\$	0.00
6.	JOHNSTON SQUARE COMMUNITY DEVELOPMENT CORPORATION	\$	0.00
7.	THE PEOPLE'S COMMUNITY HEALTH CENTER, INC. ADMINISTRATIVE OFFICE	\$	0.00
8.	THE PEOPLE'S COMMUNITY HEALTH CENTER, INC. JACK BARTH FAMILY HEALTH CENTER	\$	0.00
9.	THE PEOPLE'S COMMUNITY HEALTH CENTER, INC. OPEN GATES HEALTH CENTER	\$	0.00

The above-listed organizations (item nos. 4-9) will serve as host agencies for the Senior Community Service Employment Program. This program provides part-time work experience or volunteer service opportunities for persons, aged 55 years or older, with no upper age limitation. The placement of Senior Citizen Aides in non-profit or governmental agencies will allow those agencies to provide services that would otherwise not be available because of the lack of funds. The period of the agreement is July 1, 2009 through June 30, 2010.

CASE MONITORS (C.M.)

The Maryland State Department of Health and Mental Hygiene (DHMH) is designated as the single State agency to administer

MINUTESHealth Department - cont'd

all aspects of the Maryland Medical Assistance Program. The Health Department has an agreement with the DHMH to participate in the program as the case monitoring agency and to contract with Case Monitors who will supervise personal care services to eligible recipients.

The Case Monitors will exercise independent professional judgment and carry professional liability insurance. Each case monitor will be an independent contractor and not an employee of the City. The period of the case monitoring agreement is July 1, 2009 through June 30, 2010.

The Case Monitors will be responsible for establishing a plan of personal care for each eligible recipient assigned to him/her in Montgomery County and for Statewide Evaluation and Planning Services (STEPS). They will review and/or revise the plan at least once every 60 days, or more often if necessary, and supervise the personal care providers. The Case Monitors will make home visits as often as the Department's nurse supervisor determines to be necessary, but not less than every 60 days; maintain a clinical record on each recipient case monitored; and provide other case monitoring services, as required.

<u>Case Monitor</u>	<u>Rate of Pay</u>	<u>Amount</u>
10. LENORE M. LEWIS AMMONS, R.N.		\$36,100.00
Account: 4000-426200-3110-538001-603018	\$55.00 per case per month/C.M.	\$29,700.00
Account: 4000-425500-3110-537001-603018	\$85.00 per STEPS case	\$ 6,400.00

MINUTESHealth Department - cont'd

	<u>Case Monitor Name</u>	<u>Rate of Pay</u>	<u>Amount</u>
11.	WINSOME BOYKIN, R.N.		\$64,500.00
	Account: 4000-426200-3110-538001-603018	\$55.00 per case	\$49,500.00
		per month/C.M.	
	Account: 4000-425500-3110-537001-603018	\$85.00 per STEPS case	\$15,000.00
12.	ELFLETA NIXON, R.N.		\$ 64,500.00
	Account: 4000-426200-3110-538001-603018	\$55.00 per case	\$ 49,500.00
		per month/C.M.	
	Account: 4000-425500-3110-537001-603018	\$85.00 per STEPS case	\$ 15,000.00

The Case Monitors may not exceed a maximum of 75 cases at any time, unless a waiver is received.

AMENDMENTS TO AGREEMENT

13.	TONYA JACKSON, R.N.		\$ 16,500.00
	Account: 4000-426209-3110-306801-603018		

On May 14, 2008, the Board approved the original agreement to provide case monitoring services in the amount of \$49,500.00 and for STEPS in the amount of \$15,000.00; making the total amount \$64,500.00.

MINUTESHealth Department - cont'd

Due to the increase in services, Ms. Jackson requested and received approval to increase her caseload from 75 cases to 100 cases per month. This increase in the amount of \$16,500.00 will make the total amount \$81,000.00.

14. **ELAINE POMPEI, R.N** **\$ 16,500.00**

Account: 4000-426209-3110-306801-603018

On April 16, 2008, the Board approved the original agreement to provide case monitoring services in the amount of \$66,000.00 and for STEPS in the amount of \$15,000.00; making the total amount \$81,000.00

Due to the increase in services, Ms. Pompei requested and received approval to increase her caseload from 100 cases to 125 cases per month. This increase in the amount of \$16,500.00 will make the total amount \$97,500.00.

AUDITS REVIEWED (EXCEPT ITEM NOS. 4-9) AND HAD NO OBJECTION.

GRANT AGREEMENT

15. **MARYLAND DEPARTMENT OF HEALTH AND MENTAL
HYGIENE (DHMH), OFFICE OF MINORITY
HEALTH AND HEALTH DISPARITIES** **\$200,000.00**

Account: 5000-519909-3040-589800-600000

The DHMH is awarding a grant to the Health Department to establish a minority adult cardiovascular disease mortality project designed to reduce minority adult mortality in Baltimore City. The period of the agreement is April 1, 2009 through December 31, 2009.

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

APPROVED FOR FUNDS BY FINANCE

MINUTES

Health Department - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the various agreements, amendments to agreements, and the grant agreement. The President **ABSTAINED** on item no. 1.

MINUTES

Health Department - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve an expenditure of funds to pay the BioMedical Waste Services, Inc. for outstanding invoices received from March 2008 through April 2009. The Board is also requested to approve payment for the estimated usage amounts for May 2009 through June 2009.

AMOUNT OF MONEY AND SOURCE:

\$12,500.00 - 1001-000000-3000-262302-603026
11,546.00 - 1001-000000-3000-262304-603026
10,000.00 - 3030-000000-3030-271200-600005
\$34,046.00

BACKGROUND/EXPLANATION:

The total amount is \$34,046.00; the amount due for the period March 31, 2008 through April 30, 2009 is \$28,846.00; and \$5,200.00 is the estimated amount due @ \$2,600.00 per month for May and June 2009.

The Baltimore City Health Department has incurred an expense for services of a vital nature to the health of the City's communities. The requirement is for biomedical waste to be properly retrieved, stored, and disposed of on an on-going basis. The continuation of this service is in the best interest of the public. An interruption in service would have an adverse impact on the public's health at large.

BioMedical Waste, Inc. has provided efficient service for the past several years to the City. Unfortunately, due to an administrative oversight, a purchase order was not issued nor was a contract established and awarded to the contractor to

MINUTES

Health Department - cont'd

facilitate payment for the current fiscal year. It has been recommended that the charged programs submit a CitiBuy requisition to ensure a sanctioned payment path for anticipated services for fiscal year 2010.

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 BioMedical Waste Services, Inc. for outstanding invoices received from March 2008 through April 2009. The Board also approved payment for the estimated usage amounts for May 2009 through June 2009.

MINUTES

Health Department - Superseded Grant Award Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a superseded grant award agreement with the Department of Health and Human Services, Health Resources and Services Administration. The period of the agreement is March 1, 2009 through February 28, 2010.

AMOUNT OF MONEY AND SOURCE:

\$13,088,120.00 - 4000-427709-3040-278100-404001

BACKGROUND/EXPLANATION:

On April 22, 2009, the Board approved the Notice of Grant Award HIV Emergency Relief Project Grant funds for FY 2009, under the Ryan White Title A Program, in the amount of \$7,422,124.00. The funds will allow the Department to provide essential HIV/AIDS health care and other support services to individuals who lack or are only partially covered by health insurance. The covered services will include physician visits, case management, assistance in obtaining medications, home-based and hospice care, substance abuse treatment, mental health, and other related services. The superseded grant award agreement, in the amount of \$13,088,120.00, will make the total grant award \$20,510,244.00.

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 superseded grant award agreement with the Department of Health and Human Services, Health Resources and Services Administration.

MINUTES

Department of Human Resources (DHR) - Group Sales Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a group sales agreement with Baltimore's Tremonts Historic Venue and All-Suite Hotel, Tremont Plaza Hotel. The period of the agreement is October 5 - 9, 2009.

The Board is further requested to approve a direct-bill arrangement with Baltimore's Tremonts Historic Venue and All-Suite Hotel, Tremont Plaza Hotel for the overnight accommodations.

AMOUNT OF MONEY AND SOURCE:

\$24,393.68 - 1001-000000-1600-172899-603013

BACKGROUND/EXPLANATION:

Under the terms of this group sales agreement, the funds will be used to pay for the use of rooms at Baltimore's Tremonts Historic Venue and All-Suite Hotel, Tremont Plaza Hotel for the Police Lieutenant's oral examination process to be held October 5 - 9, 2009.

The DHR is requesting a direct-bill arrangement with the Hotel for the overnight accommodations because with such a large group, a direct-bill process will streamline hotel arrangements and payment, in addition to eliminating individual per diem checks with the necessary follow-up to collect hotel receipts.

Twenty-six examiners will be recruited from surrounding jurisdictions to administer the Police Lieutenant's oral examination. This examination occurs once every two years. Eleven room rentals will be necessary for the administration of the examination in addition to 26 rooms for overnight accommodations for the examiners.

MINUTES

DHR - cont'd

The number of candidates who will be scheduled for the oral portion of the examination will not be available until after the written portion of the examination, that is scheduled for July 25, 2009. The room reservations for this function must be arranged many months in advance. A testing schedule for the oral examination will be created after July 25, 2009 and the number of testing days will be confirmed. The group sales agreement is based on maximum usage requirements and may be reduced.

The request for approval for other expenses such as travel and meal allowance for examiners will be submitted at a later date.

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 group sales agreement with Baltimore's Tremonts Historic Venue and All-Suite Hotel, Tremont Plaza Hotel. The Board also approved a direct-bill arrangement with Baltimore's Tremonts Historic Venue and All-Suite Hotel, Tremont Plaza Hotel for the overnight accommodations.

MINUTES

Department of Planning - Professional Services Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a professional services agreement with The Downtown Partnership, Inc. The period of the agreement is effective upon Board approval through June 30, 2009.

AMOUNT OF MONEY AND SOURCE:

\$25,000.000 - 9905-903009-9188-000000-700000

BACKGROUND/EXPLANATION:

The Howard Street Corridor was once one of Baltimore's most vibrant commercial corridors. However, various factors have led to the decline of this area. The corridor's location is important in that it provides a link between the Cultural Center, the Inner Harbor and the downtown area through the emerging Westside district. This public improvement strategy has been approved and supported by local and state agencies, as well as property owners and the business community.

Under this agreement, The Downtown Partnership, Inc. will fulfill the tasks similar to that of Line Coordinator for the Howard Street Initiative. The Howard Street Initiative is a comprehensive revitalization plan to achieve economic rejuvenation for the Howard Street Corridor of Baltimore City.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the professional services agreement with The Downtown Partnership, Inc.

MINUTES

Department of Transportation - Refund of Excess Proceeds
from an Auction

ACTION REQUESTED OF B/E:

The Board is requested to approve payment, by Expenditure Authorization, of the refund of excess proceeds from a City vehicle auction to the registered owner, Dirk Himebaugh.

AMOUNT OF MONEY AND SOURCE:

\$2,440.00 - 1001-000000-1950-505215-401774

BACKGROUND/EXPLANATION:

The refund represents the proceeds beyond the expenses of receiving, storing, and disposing of the vehicle in question at auction. The refund is in accordance with AM-303-1 and Article 31, Section 97 of the Baltimore City Code (2000).

The registered owner and/or lienholder was properly notified that the vehicle was at the Towing Section, and the vehicle remained unclaimed. Therefore, the vehicle was sold at auction and the owner has requested the refund of the excess proceeds from the auction.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved the payment, by Expenditure Authorization, of the refund of excess proceeds from a City vehicle auction to the registered owner, Dirk Himebaugh.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of amendment no. 2 to agreement with Patton, Harris, Rust and Associates/Hazen and Sawyer, PC, a Joint Venture, for WC 1131, Design of Water Recycling Facilities at the Montebello Filtration Plant. The amendment no. 2 will extend the period of the agreement through June 11, 2010.

AMOUNT OF MONEY AND SOURCE:

No additional funds are requested.

BACKGROUND/EXPLANATION:

On April 12, 2006, the Board approved the initial agreement for a period of 24 months. On March 21, 2007, the Board approved amendment no. 1 to agreement through April 11, 2009. This amendment no. 2 will extend the agreement through June 11, 2010.

The Bureau is requesting amendment no. 2 to provide sufficient time for the completion of the design. All other terms and conditions of the agreement will remain unchanged.

During 60% of the design phase of this project, unexpected project delays were encountered over a parcel of land which falls under the jurisdiction of the Department of Recreation and Parks. The parcel of land which was identified in the study phase is needed for the proposed storm water management pond. Two additional alternate locations for the proposed stormwater management pond were evaluated before the Department of Recreation and Parks gave its consensus for use of this parcel. These additional evaluations resulted in significant design delays.

The consultant was approved by the Office of Boards and Commissions and the Architects and Engineers Awards Committee.

AUDITS NOTED THE TIME EXTENSION.

MINUTES

Bureau of Water and Wastewater - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of amendment no. 2 to agreement with Patton, Harris, Rust and Associates/Hazen and Sawyer, PC, a Joint Venture, for WC 1131, Design of Water Recycling Facilities at the Montebello Filtration Plant.

MINUTES

TRANSFER OF FUNDS

* * * * *

UPON MOTION duly made and seconded,

the Board approved the

transfers of funds

listed on the following pages:

1757 - 1758

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

The Comptroller voted **NO** on item no. 1.

MINUTES**TRANSFERS OF FUNDS**

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Baltimore Development Corporation</u>			
1.	\$350,000.00 21 st EDC	9910-901860-9600 Constr. Res. Indus. & Coml. Financing	9910-902860-9601 Indus. & Coml. Financing

This transfer will provide funds to enable the City to purchase the note and mortgage from 1st Mariner Bank for the Senator Theatre.

Department of Transportation

2.	\$ 50,000.00 Fed.	9950-902215-9507 Constr. Res. B&O Museum	9950-902539-9506 Inspection Rehab. of B&O Museum
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This transfer will fund the costs associated with the award of the task to Johnson, Mirmiran and Thompson, Inc. for the services of one consultant staff member to be assigned as a construction inspector on the B&O Museum renovation project and other miscellaneous expenses related to the project.

3.	\$ 90,000.00 MVR	9950-903630-9509 Constr. Res Survey	9950-902630-9508 Validation of Survey Control Points
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This transfer will clear the existing deficit in the account and provide some funds for in-house and miscellaneous expenses relating to the project "Validation of Survey Control Points".

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>		
4. \$ 70,279.00	9986-921002-9593-	9986-914003-9593-
31 st CDGB	900055-709076	900055-709076
	City Housing	Deferred Loan
	Assistance	Program
	Program (CHAP)	
114,721.00	9989-938002-9593-	9989-920003-9593
<u>34th CDGB</u>	000000-709076	000000-709076
	CHAP	Deferred Loan
\$185,000.00		Program

This transfer will provide additional funds to the Deferred Loan Program from the City Housing Assistance Program in FY 2006 and FY 2009 Community Development Block funds.

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

	<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Housing and Community Development - Option</u>				
1.	Leon E. Moore and Karen L. Moore	1111 W. Lexington Street	F/S	\$109,000.00

Funds are available in account no. 9910-901780-9588-900000-704040, Poppleton Project.

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

Department of Law - Payment of Settlement

2.	Baltimore Properties (previous owner)	921 N. Washington Street	L/H	\$ 29,208.00
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On July 2, 2008, the Board approved the acquisition of the leasehold interest, by condemnation and quick-take, in 921 N. Washington Street for an amount of \$46,792.00. The City has obtained an appraisal that values the property at \$63,792.00. The owner of the property has obtained two appraisals that each valued the interest at approximately \$90,000.000. The parties have agreed to settle the suit for \$76,000.00.

Funds are available in account no. 9910-906416-9588-900000-704040.

UPON MOTION duly made and seconded, the Board approved the option and the payment of settlement.

MINUTES

Baltimore Development Corporation - Relocation Expenses

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the residential relocation expenses of Mrs. Lui Hu Chin and family from 410 Park Avenue to 317 W. Franklin Street and the business relocation expenses of Mrs. Lui Hu Chin (d/b/a Jimmy's Chinese Carryout).

AMOUNT OF MONEY AND SOURCE:

\$ 1,650.00 - Residential
24,577.00 - Business
\$26,227.00 - 9910-905825-9603

BACKGROUND/EXPLANATION:

On February 6, 2008, a Notice of Relocation Eligibility Assistance was sent to Mrs. Lui Hu Chin. Subsequent to the January 22, 2008, the City of Baltimore offered to purchase the 410 Park Avenue property in which the Chin family resides (second and third floors) and conducts their business (Jimmy's Chinese Carryout) on the first floor, in accordance with the Market Center Urban Renewal Plan.

Accordingly, the Board is asked to approve a first claim of \$26,227.00 for the self-move of the Chin household and first claim for business relocation expenses.

Additional expenses such as, but not limited to relocation construction, moving, stationary, advertising, and telecommunications reconnections, will be submitted when Mrs. Lui Hu Chin has received the invoices for such items.

MINUTES

BDC - cont'd

MBE/WBE PARTICIPATION:

N/A

AUDITS REVIEWED AND HAD NO OBJECTION.

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$26,227.00	9910-904115-9600	9910-905825-9603
21 st Econ.	Constr. Res.	West Side Downtown
Dev. Funds	West Side Initiative	

This transfer will provide funds for the relocation expenses to Mrs. Lui Hu Chin from 410 Park Avenue to 317 W. Franklin Street for mixed-use property acquisition within the Westside Redevelopment Project.

UPON MOTION duly made and seconded, the Board approved and authorized the residential relocation expenses of Mrs. Lui Hu Chin and family from 410 Park Avenue to 317 W. Franklin Street and the business relocation expenses of Mrs. Lui Hu Chin (d/b/a Jimmy's Chinese Carryout). The Transfer of Funds was approved SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES**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:

1763 - 1781

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.

Item no. 8 was deferred for one week.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation

- 1. TR 05303, Resur- Machado Construction \$ 843,765.61
 facing Hilton St. Co., Inc.
 from Frederick Ave.
 to Mulberry St.

DBE: Machado Construction Co., Inc. \$562,154.36 66.62%

2. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$970,330.45	9950-902529-9507	
Federal	Construction Reserve	
	Federal Resurfacing	
	SW	
\$843,765.61	-----	9950-901529-9506-6
		Struc. & Improv.
84,376.56	-----	9950-901529-9506-5
		Inspection
42,188.28	-----	9950-901259-9506-2
<u>\$970,330.45</u>		Contingencies

This transfer will provide funds to cover the costs associated with the award of TR 05303 to Machado Construction Co., Inc.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation - cont'd

3. TR 08301, Resur- Machado Construction \$1,218,497.56
 facing Frankford Co., Inc.
 Ave. from Moravia
 Park Drive to
 Sinclair Lane

DBE: Machado Construction Co., Inc. \$936,072.56 76.82%

Bureau of General Services

4. PB 07832R, City Structural Preservation \$ 393,752.00
 Hall Masonry System
 Restoration

MWBOO SET GOALS OF 0% MBE AND 0% WBE:

5. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$483,000.00	9916-913513-9194	9916-902513-9197
1 st . Public	City Hall Exterior	City Hall Exterior
Building Loan	Surface Repairs	Surface Repairs
	Reserve	Active

The transfer will provide funds to cover the costs associated with the award of PB 07832R and any in-house costs associated with the Project.

The exterior stone of City Hall is deteriorating and cracking. Should this condition continue large chunks of stone could break off the building and fall onto the sidewalk.

MINUTES**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**Bureau of General Services - cont'd

6. PB 08820, Fallsway
Housing and Service
Center

REJECTION - Six bids were received and opened on April 15, 2009. After conferring with the Law Dept. and the MWBOO, General Services has determined that a re-bid of the project would be in the best interest of the City.

The Board is also requested to approve re-advertisement of the project on May 29, 2009.

President: "We have one item, a protest that remains on our agenda and that is Page 40, Recommendations for Contract, PB 08820, Fallsway Housing and Service Center. I would ask that the protestant and the agencies to come forward."

Mr. Khalil Zaied, Bureau of General Services: "Good morning."

Ms. Leslie Winner, Law Department: "Good morning. There is really only one issue here before the Board of Estimates today, and that is, does the Board of Estimates have the right to reject all bids in the best interest of the City. That is the only issue that is here and after careful review of the bids by the Law Department and the Bureau of General Services and Linda

MINUTES

Davis over there with Contract Administration, the Department of Public Works, joined by the Law Department, believes that the best interest of the City, would require that this entire bid be rejected and re-advertised for re-bid."

Mr. Zaied: "Actually on February 20th, the Bureau of General Services advertised the bids for this project."

President: "You don't have to --."

Mr. Zaied: "We don't have to, okay."

Mr. Louis Kozlakowski: "Good morning. Lou Kozlakowski, on behalf of the Michael Group. It is clear that the Board of Estimates has the discretion to reject all bids in the best interest of the City. I am here to persuade you that it is not in the best interest of the City and in fact a very old case, Fuller V. Elderkin, is exactly on point. Where a bidder failed to -- with the City -- failed to bid on certain alternates for the Enoch Pratt Library. That bid was accepted by the City and despite protests, that award as upheld. The reason being quite simply is that, it is not a question of whether or not a bid is irregular. Irregularities can occur in a number of different

MINUTES

areas. The question for a bid on an irregularity is whether or not it gives someone an advantage. Here, The Michael Group was the low bidder on both alternates A and alternate B. The MBE package showed a 36% participation for MBE's and an 8.9% participation for WBE's. Under either scenario the Michael Group was the low bidder. We have yet to receive a letter from the City explaining exactly what is the problem with the Michael Group, or for that matter what the problem is for any of the other bidders. I looked at the bids myself and the only thing that I can see as a problem for the Michael Group is whether or not it is absolutely required to submit an A and B for the MBE portion of the work. That is the only thing that I can see. I don't know if that is what they are saying is the problem or not. The problem occurs is that the City has a firm price for The Michael Group to do A for \$7,200,501.00 and a firm price for the Michael Group for \$7,242,501.00 to do Alternate B, and then of course there is a price for MBE's, which is not identified as A or B. But, there are prices for the MBE's to do the work, which is assumed in either price of A or B for The Michael

MINUTES

Group. The City did not ask for other prices from non-minority subcontractors. That is something that The Michael Group has to work with in any event, for any bidder that bids to The Michael Group. So, the question is, whether or not, and I am assuming that is the defect, whether or not the bid by The Michael Group is non-responsive for not giving a price for MBE's for Alternate B. However, if the City was to award Alternate A, there is no problem with The Michael Group's bid. It fully conforms. It is the low bidder and the City has the discretion to waive irregularities that do not otherwise give The Michael Group an advantage."

President: "But you have to understand as well, I mean your arguments are -- would be, I think, appropriate or timely if there had been an award in this case. Then you would come and plead your case for why The Michael Group should be awarded the case, because you feel they were the lowest. But, that is not the case that we have -- that is not the issue that we have before the Board. It is whether the City has the discretion to reject all bids, and to do so, because it is in the City's best interest."

MINUTES

In your opening you acknowledged that you were attempting to convince us that it was in the City's best interest, but your argument focused on The Michael Group's best interest. I don't think that there has been any argument that its -- to even attempt to persuade us that it is in the City's best interest."

Mr. Kozlakowski: "May I make a comment?"

President: "Yes."

Mr. Kozlakowski: "Masterson V. United States 1945. It is the case that everyone cites when they talk about rejection of all bids. And there the Court said, 'to have a set of bids declared after they are opened and each bidder has learned his competitor's price is a serious matter, and it should not be permitted except for cogent reasons'. And the reason for that is very simple, that on rebid, we now have an auction. If you are going to go ahead in the City's best interest and reject all bids and re-advertise, you should have a cogent reason or a compelling reason or a rational reason, why The Michael Group's bid is non-responsive. Why Whiting and Turner's bid is non-responsive, and why you are not awarding it to the other

MINUTES

bidders. My guess is, after a certain point when you start rejecting bids and you get to the third, fourth or fifth bidder, the prices get excessively high. That is certainly a rational reason not to award to a bidder that is third, fourth or fifth that is exceptionally high. But the real problem is, no one -- The Michael Group gets a call either Monday or Tuesday about this, so when you say we acted as fast as we could. We didn't get a letter saying our bid is rejected."

President: "I didn't say, that the timeliness was not. I said that the fact that we are here not about whether or not The Michael Group was the low bidder. This is about whether or the City has the authority to reject all bids. That is the only issue."

Mr. Kozlakowski: "It also is a question of first, in the first instance, before you reject all bids, you really should look at, is Michael Group or Whiting and Turner's bid for that matter non-responsive. I would tell you, if you are telling me that the City is just going to go blindly and reject all bids because that is what they think. I think that you are seriously impacting the competitive bid system that the City uses."

MINUTES

City Solicitor: "I would ask that one of the City's representatives just walk us through the thinking on the determination that rejecting all bids and re-advertising is in the City's best interest. I think the protestant has basically asked us to put the particulars of that determination forward and I wish you would do that now."

Ms. Leslie Winner: "The City at the time of bid opening, which was April 15th, received six bids. All bids were very carefully reviewed by the Department of Public Works. The first three bidders each had errors with their bids. The Michael Group, which this gentleman is here talking about today, did not submit the MBE/WBE form for Part B. Each bidder was told that they must submit separate MBE and WBE forms. This would make his bid materially defective. In order to maintain a level playing field for all bidders, it was required that this bid be rejected totally, and then the City moved down to the next bid, March-Westin. As we went through each bid, moving from the first bid down to the second and down to the third -- I will let Linda Davis speak to the specifics as we moved down the

MINUTES

list each one had a defect. Then it became in the City's best interest to rebid this. To make sure at the time of rebid, that the directions in the bid document were clear, which is what has happened, because the City has the right to receive the type of building we want in the way we want it, and not what is bid if that is defective. I will let Linda address those points and Shirley Williams, the head of MWBOO is here, she can address the MBE/WBE."

Ms. Linda Davis, Contract Administration, DPW: "As Ms. Winner said, The Michael Group's bid was reviewed and found not to have the MWBOO form for their Alternate B. So, we moved to the next bidder, the March Westin Company, and when we reviewed that package, we found that the March-Westin Company had only submitted a MWBOO package for Alternate B, and they did not submit a second package for their -- I am sorry Alternate A they submitted a package for. But did not submit a package for Alternate B. So, then we again went to the Law Department and asked for an opinion based on that situation. After receiving the opinion, we moved to the third bidder, which was Whiting

MINUTES

Turner and found that Whiting Turner's Alternate A package was non-compliant, and I will ask Ms. Williams to address the issues here. They were compliant on their Alternate B, but not their Alternate A. As was previously stated, it was clearly stated in the spec book or the bid documents that they had to have a complete Minority and Women's Business Opportunity package for both Alternate A and B."

Ms. Shirley Williams, Chief, MWBOO: "The Michael Group submitted an MBE participation packet for Alternate A. We encountered a problem first with Form B. Form B is a kind of summary sheet, one for MBE and one for WBE that gives us the information about the participants, the amount of the contract and other information. If you look at it, The Michael Group forgot to fill it in. There is nothing on the form but the company's name and it is signed by someone."

President: "Did you need to see it?"

City Solicitor: "No."

Ms. Williams: "Secondly, on Form C, which is the Statement of Intent, for each individual participant, we don't have a

MINUTES

subcontractor percentage. This creates a problem, because on Form B, we don't have a total contract amount. So, we could not compute whether the company was in compliance because we didn't have anything to indicate the total amount of the bid. There is also a form for one contractor, one subcontractor, Abbey, no services are listed, so we could not determine what that firm was doing. For that reason, the packet was not acceptable. For those reasons rather."

President: "Any questions from the Board?"

City Solicitor: "No."

President: "Okay."

Mr. Kozlakowski: "May I respond?"

President: "Yes."

City Solicitor: "I am sorry, I didn't hear anything said about Roy Kirby which was the fourth low bidder."

Ms. Williams: "We did not go down to number four. On number two, March-Westin they did not have a package for B. On the third bidder Whiting Turner, the Statement of Intent for mechanical contractor was not signed by the prime contractor."

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The Statement of Intent for Superior Painting did not have the contract amount and the percentage of the total contract, and the bidder did not submit the MBE/WBE participation affidavit."

President: "So, did you evaluate the fourth one at all?"

Ms. Williams: "We didn't evaluate the fourth one."

Ms. Davis: "We did look at Roy Kirby and Sons and also found a problem in what appeared to be non-compliant with their Alternate B and their -- Alternate A, excuse me, and their Alternate B submittals."

President: "And that is the item that you said would be made more clear in the rebid?"

Ms. Davis: "Yes."

City Solicitor: "So, you found -- so the City agencies found non-compliance of one kind or another for each of the four apparent low bidders?"

Mr. Zaied: "That is correct. To add to that also, actually, with the prebid that is scheduled to readvertise on May 29th, and to go ahead and start construction sometime in July, and with the schedule we will rebid at nine months, which

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is going to give us the same time completion schedule as the original bid that we are dealing with for one year."

City Solicitor: "And then just for the record, when you move from the four lowest bidders of the group of six, up to numbers five and six, the price jumps by over a \$1,000,000.00?"

Mr. Zaied: "The first four bidders we looked at, they were between \$7,000,000.00 and \$8,000,000.00 which is something within the budget that we are dealing with. Looking at the next two, number five and number six, it is closer to \$9,000,000.00 and is beyond our budget. At that moment we decided not to go any further with it."

President: "Thank you. Yes."

Mr. Kozlakowski: "Again, an irregularity could be as simple as the State of Highway as failing to submit a bid in an orange envelope that is an irregularity at the Maryland State Highway Administration. The question is, whether or not the irregularity gives an advantage. The failure to put percentages on is a simple calculation of looking at the bid documents within the four squares of what was submitted and one can easily compute

MINUTES

the percentage of MBE participation for The Michael Group as well as the percentage of participation for the WBE. So, the failure to fill out a percentage on a particular form, I would think is not significant, because one can determine that by just simply just looking at the bid documents. In the case of Fuller V. Elderkin, that was exactly the issue that is the low bidder who was awarded the contract did not bid on certain Alternates, and the court agreed with the City, that the failure to bid on Alternate's could not be regarded as material, since they were never finally adopted in the plan. So, the question for the City -- for the Board of Estimates, are you going to go with the short schedule or the long schedule? If you go with the short schedule then The Michael Group is the low bidder and has submitted the documents, because they have all said that we submitted the documents for Schedule A, and there is nothing that would be material in their defects, that they have explained."

City Solicitor: "The problem that occurs to me now, if you argue that the failure to submit a complete package of

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information for one of the two Alternates is not material you could end up with the situation that you have here, where some bidders were deficient on A and other were deficient on B, and you are giving the City the opportunity to make a choice which could be arbitrary and be picking among bidders none of whose packages were compliant for both options. You are giving the City a chance to basically mess with the competitive procurement in a way that could be unfair arguably to the bidders and invite challenges. So, you know, I think that one of the real concerns is if we brought your theory and said and well okay, we are just -- pretend that B was not there, we are not concerned with B, we are not going to worry about your defect. We will go ahead with A, even though you did not submit a full package for B, we are inviting a protest and the potential delay that could be involved in that, which is an argument in favor of rejecting all the bids and getting everybody to do it correctly."

Ms. Winner: "I would like to -- my colleague is quoting Fuller V. Elderkin, which I quote a lot. Anybody who does bidding would quote this case a lot. Fuller V. Elderkin, which was a 1931

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case. It has long been well established and settled in Maryland, that a body such as the Board, speaking about the Board here clothed with the statutory authority to award contracts possesses a large measure of discretion. All cases hold that when the awarding of a contract like the one here in question has been committed to a Board in the absence of fraud or collusion, it's decision is final and conclusive and can not be controlled by the Courts. The authorities are uniform in holding that in determining who is the lowest responsible bidder, the municipal authorities have wide discretion and will not be controlled by the Courts except for arbitrary exercise, collusion, or fraud. Therefore, I submit to you again, that the Board has absolute discretion in whether or not to determine that rejection of this bid is in the best interest of the City."

Mr. Kozlakowski: "That runs contrary then to any protestor being able to hold up this particular procurement by running to Court. The chances of getting an injunction in Court are about as much as hitting the lottery this weekend, possibly. Because of that case, and other cases as well, you cannot get an

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injunction against a government unless it is fraud, bad faith, type of an argument, which is very difficult to prove in government procurement. So, the real question is, how does the Board want to exercise their discretion. It still comes down to the same question."

President: "But even in your argument, you acknowledge that the Board has the discretion and that is the only issue that is before us."

Mr. Kozlakowski: "Yes."

City Solicitor: "Okay. Are there any other questions? I MOVE that we accept the recommendation to reject all bids and to authorize the re-advertising the project on a prompt basis."

Director of Public Works: "Second."

President: "All those in favor say AYE. All opposed. Motion carries. Thank you very much."

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Amount</u>
<u>Department of Public Works</u>		
1. Kishia L. Powell Albert Greene	2009 Annual AWWA Conference & Exposition San Diego, CA June 14 - 17, 2009 (Reg. Fee \$915.00 ea.)	\$4,066.76
<u>Health Department</u>		
2. Cynthia Mobley, MD, MPH	Practical CME Course Pediatrics Hilton Head, SC May 20 - 24, 2009 (Reg. Fee \$605.00)	\$1,758.00
<u>Police Department</u>		
3. Thomas H. Stoner Christopher Hollingsworth	Fire/Arson Origin & Cause Investigation Emmitsburg, MD May 18 - 29, 2009	\$ 464.40

UPON MOTION duly made and seconded, the Board approved the travel requests. The Director of Public Works **ABSTAINED** on item No. 1.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

1. CITIZENS PHARMACY SERVICES	\$19,892.88	Low Bid
Solicitation No. B50001069 - Chantix Starter and Continuation Packs - Health Department - Req. No. R521561		

2. PARA SCIENTIFIC CO.	\$22,882.00	Rescind and Re-award
Solicitation No. B500001046 - Cold Packs - Health Department - Req. No. R518513		

The Board is requested to rescind the award approved on April 22, 2009 to Kentron Health Care, Inc. as it did not quote the brand name requested. The Board is requested to re-award to Para Scientific Company as the low bidder meeting specifications.

3. PHILLIP R. WALKER & ASSOCIATES, INC.	\$ 6,096.00	Sole Source
Solicitation No. 08000 - Flow Meter - Department of Public Works - Req. No. R523899		

The vendor is the exclusive sales representative for the Baltimore area.

4. AMETEK, INC.	\$17,718.00	Sole Source
Solicitation No. 08000 - Moisture Analyzer - Department of Public Works - Req. No. R522326		

The vendor is the sole source manufacturer of the model 3050 AM Moisture Analyzer

5. ATLANTIC MACHINERY	\$ 1,890.24	
BELTSVILLE CONSTRUCTION	12,546.75	
TIPCO	253.80	
	<u>\$14,690.79</u>	Low Bids
Solicitation No. 07000 - Multiplugs, Hoses and Handles - Department of Public Works - Req. No. R522717		

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

6. RITE AID CORPORATION	\$16,375.00	Selected Source
Solicitation No. 06000 - Rite Aid Gift Cards - Health Department - Req. No. P507707		

The award is recommended because no savings would result from bidding this fixed price requirement.

7. PROTECHNICAL SOLUTIONS	\$24,900.00	Sole Source
Solicitation No. 08000 - Sensidyne Equipment - Department of Public Works - Req. No. R520856		

The vendor is the sole authorized representative in Maryland for the Sensidyne equipment.

8. Suburban Sales and Rental Center	\$13,927.68	Low Bid
Solicitation No. 07000 - Waist Bags - Fire Department - Req. No. 524539		

9. POWER & COMBUSTION INC.	\$2,000,000.00	Increase
Solicitation No. B50000251 - Provide Boiler Repair and Related Services - Agencies Various - Req. Nos. Various		

On January 16, 2008, the Board approved the initial award in the amount of \$491,445.00. Due to an increase in usage, an increase in the amount of \$2,000,000.00 is necessary, making the award amount \$2,491,445.00.

MWBOO SET GOALS OF 17% MBE AND 0% WBE.

MBE: Horton Mechanical Contractors, Inc. 17%

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

10. COALITION TO END

CHILDHOOD LEAD

POISONING, INC.	\$ 475,600.00	Renewal
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Solicitation No. BP 07203 - Lead Abatement at Low Income Residences (Part II) - Health Department - Req. Nos. Various

On July 25, 2007, the Board approved the initial award in the amount of \$475,600.00. The award contained two 1-year renewal options at the sole discretion of the City. This is the first one year renewal in the amount of \$475,600.00. The period of the renewal is July 18, 2009 through July 17, 2010.

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

MBE: Goolesby Contractors 17%

WBE: Adapt Home Improvements, LLC. 9%

MWBOO FOUND VENDOR IN COMPLIANCE.

11. MOTOROLA, INC. \$ 260,000.00 Renewal

BP 06000 - Radio Communications Facilities Manager for 800 MHz System and City Communications Systems - Agencies Various - Req. Nos. Various

On May 31, 2006, the Board approved the initial award in the amount of \$259,000.00. The award contained two renewal options at the sole discretion of the City. The Board approved an amendment on May 30, 2007 in the amount of \$239,000.00. The Board approved a renewal and increase in the amount of \$260,000.00 on July 16, 2008. This is the second and final renewal in the amount of \$260,000.00. The period of the renewal is July 5, 2009 through June 4, 2010.

MWBOO GRANTED A WAIVER.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

12. TELE-TECTOR OF

MARYLAND, INC.	\$ 400,000.00	Renewal
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Solicitation No. BP 07145 - Provide Maintenance Services for DVTEL CCTV Camera and Associated Equipment - Mayor's Office of Information Technology - Req. Nos. Various

On July 18, 2007, the Board approved the initial award in the amount of \$155,320.00. The award contained four 1-year renewal options at the sole discretion of the City. On July 30, 2008, the Board approved an increase in the amount of \$200,000.00. Authority is requested to exercise the first one-year renewal in the amount of \$400,000.00. The period of the renewal is July 18, 2009 through July 17, 2010.

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

MBE: Paniagua's Ent., Inc. 17%

WBE: Fleet Electric, Inc. 9%

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases - cont'd

13. MAC-PAR Services, LLC COALITION TO END CHILDHOOD LEAD POISONING, INC. MD CLEANING & ABATEMENT SERVICES, CORPORATION	\$300,000.00	Renewal
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BP 07198 - Lead Abatement at Low-Income Residences (Part I) -
 Departments - Various - Req. Nos. Various

On July 18, 2007, the Board approved the initial award in the amount of \$300,000.00. This renewal, in the amount of \$300,000.00, is the first of two one-year renewals. The period of the renewal is July 18, 2009 through July 17, 2010.

IT WAS DETERMINED THAT NO GOALS WOULD BE SET BECAUSE THERE IS NO OPPORTUNITY TO SEGMENT THE CONTRACT.

14. <u>ANDWIN SCIENTIFIC, INC.</u> Solicitation No. B50000516 - DNA Testing Reagents and Laboratory Supplies - Police Department - Req. Nos. TBD	\$ 26,615.31	Renewal
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On July 16, 2008, the Board approved the initial award in the amount of \$26,615.31. This renewal, in the amount of \$26,615.31, is the first of two one-year renewals. The period of the renewal is July 1, 2009 through June 30, 2010.

MWBOO GRANTED A WAIVER.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases - cont'd

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| 15. JOHN EASTERN CO., INC. | \$ 31,250.00 | Renewal |
| Solicitation No. B50000542 - School Bus Claim Services -
Department of Finance - Req. No. R523070 | | |

On July 2, 2008, the Board approved the initial award in the amount of \$24,999.99. On April 6, 2009, the City Purchasing Agent approved an increase of \$6,250.00. This renewal, in the amount of \$31,250.00, is the first of two one-year renewals. The period of the renewal is July 1, 2009 through June 30, 2010.

MWBOO GRANTED A WAIVER.

- | | | |
|---|---------|-----------|
| 16. ABACUS CORPORATION | | |
| KELLY SERVICES, INC. | | |
| KENNEDY PERSONNEL | | |
| SERVICES | \$ 0.00 | Extension |
| BP 05117 -Provide Temporary Personnel- Departments - Various
- Req. Nos. N/A | | |

On May 11, 2005, the Board approved the initial two-year award for the above listed vendors, in the amount of \$750,000.00. Subsequent actions were approved. The current contract will expire on June 5, 2009, with no renewals remaining. A solicitation (B50001026) for temporary services is now available to the vendor community on CitiBuy and is scheduled to open on May 20, 2009. This no cost extension to the current contract is requested to allow time for the new solicitation to be evaluated and awarded. The period of the extension is June 6, 2009 through June 30, 2009.

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

This is a requirements contract, therefore dollar amounts will vary.

Abacus Corporation**MBE:** TMG Services*

Proper Staffing Services, Inc.	8.5%
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The Match Group	8.5%
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WBE: Marge Fox Personnel	9.0%
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*TMG Services withdrew from the contract and was replaced by Proper Staffing, Inc. and the Match Group.

Kelly Services, Inc.

MBE: Swift Staffing	17.0%
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WBE: All Pro Placement Services, Inc.	9.0%
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Kennedy Personnel Services

MBE: Swift Staffing	17.0%
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WBE: Staff Quest	9.0%
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MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

17. VOLVO CONSTRUCTION

<u>EQUIPMENT & SERVICES</u>	<u>\$100,000.00</u>	<u>Sole Source</u>
Solicitation No. 08000 - O.E.M. Parts and Service for Ingersol Rand Equipment - Department of Public Works, Fleet Management Division - Req. No. R522824		

The vendor is the manufacturer's only authorized distributor for the Baltimore metropolitan area for this service and equipment.

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

18. FRANK QUINN COMPANY

<u>INCORPORATED</u>	<u>\$100,000.00</u>	<u>Sole Source</u>
Solicitation No. 08000 - O.E.M. Parts and Service for Quinn Generators & Electrical Equipment - Department of Public Works, Fleet Management Division - Req. No. R522172		

The vendor is the manufacturer's exclusive for the O.E.M. parts and service for the Quinn generators and electrical equipment that are established at the agency.

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

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 - cont'd</u>		
19. PHIPPS CONSTRUCTION	\$ 7,000.00	Ratification
CONTRACTORS, INC.	93,000.00	& Term Order
	\$100,000.00	

Solicitation No. 06000 - Various Natural and Recycled Stone Aggregates - Departments Various - Req. No. Various

The Board is requested to approve a ratification for the period of April 30, 2009 through May 19, 2009, and a term order for the period of May 20, 2009 through July 31, 2009.

Contract No. BP 06033 for Various Natural and Recycled Stone expired on April 20, 2009. However, the vendor continued to supply the City's need for these products. A new solicitation B50001059 was issued and opened on May 06, 2009. To ensure an uninterrupted supply of these products, it is recommended that a term order be issued under the same terms and conditions to allow time for bids to be evaluated and an award made.

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, (d)(i) of the City Charter, the procurement of the equipment and/or service 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 General Services

20. TOP ROOFING, INC.	\$17,887.00	Low Bid
IC 508 - Roof Replacement and Related Work at the Carroll Park Golf Course Club House, located at 2100 Washington Blvd.		

UPON MOTION duly made and seconded, the Board approved the informal awards, renewals, increases to contracts and extensions. The Comptroller **ABSTAINED** on item nos. 9 and 16.

MINUTES**PROPOSALS AND SPECIFICATIONS**

- Department of Transportation - TR 09002, Reconstruction of
Footways Citywide
BIDS TO BE RECV'D: 06/17/2009
BIDS TO BE OPENED: 06/17/2009
- Bureau of General Services - PB 08820R, Fallsway Housing
and Service Center, 620
Fallsway
BIDS TO BE RECV'D: 06/24/2009
BIDS TO BE OPENED: 06/24/2009
- Bureau of Water and
Wastewater - SC 876, Rehabilitation and
Cleaning of Lower Jones Falls
Sewer
BIDS TO BE RECV'D: 06/24/2009
BIDS TO BE OPENED: 06/24/2009
- Department of Rec. and Parks - RP 08835, Edgewood Recreation
Center Gym Expansion
BIDS TO BE RECV'D: 06/24/2009
BIDS TO BE OPENED: 06/24/2009

UPON MOTION duly made and seconded, the Board approved the
listed Proposals and specifications.

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

MINUTES

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

BIDS, PROPOSALS, AND CONTRACT AWARDS

Prior to the reading of the bids scheduled to be received and opened today, the Clerk announced that the following bureaus had issued addenda extending the dates for receipt and opening of bids on the following contracts. There were no objections.

- | | |
|-------------------------------------|--|
| <u>Bureau of Purchases</u> | - B50001026, Providing Temporary Personnel Services
<u>BIDS TO BE RECV'D: 05/27/2009</u>
<u>BIDS TO BE OPENED: 05/27/2009</u> |
| <u>Bureau of Purchases</u> | - B50001058, Various Hoses and Accessories
<u>BIDS TO BE RECV'D: 05/27/2009</u>
<u>BIDS TO BE OPENED: 05/27/2009</u> |
| <u>Bureau of Purchases</u> | - B50001027, J.I.T. Office Supplies
<u>BIDS TO BE RECV'D: 05/27/2009</u>
<u>BIDS TO BE OPENED: 05/27/2009</u> |
| <u>Department of Transportation</u> | - TR 02394, Rehabilitation of Park Heights Ave. from Northern Parkway to Garrison Ave.
<u>BIDS TO BE RECV'D: 06/03/09</u>
<u>BIDS TO BE OPEN'D: 06/03/09</u> |

MINUTES

Bureau of Water and Wastewater - SC 852, Denitrification Filters and Related Work for the Enhanced Nutrient Removal Facilities at the PWWTTP
BIDS TO BE RECV'D: 06/10/09
BIDS TO BE OPEN'D: 06/10/09

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

Department of Transportation - TR 09023, Resurfacing Highways at Various Locations JOC II (Local)

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

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There being no objections, the Board UPON MOTION duly made and seconded, the Board adjourned until its next regularly scheduled meeting on Wednesday, May 27, 2009.

JOAN M. PRATT
Secretary