

NOTICES:

On March 20, 2019, the Board of Estimates adopted the Regulations on Procurement, Protests, Minority and Women-owned Business Enterprise and Debarment/Suspension (Regulations) effective July 1, 2019. Pursuant to Section II. Protest Regulations:

- a. The Resolution on the Regulations of Board Meetings and protests adopted by the Board on January 22, 2014 was repealed effective July 1, 2019.
- b. Protests.
 1. A person wishing to protest a proposed action of the Board or otherwise address the Board, whether individually or as a spokesperson, shall notify the Clerk of the Board, Room 204, City Hall, 100 N. Holliday Street, Baltimore, Maryland 21202 in writing no later than noon on the Tuesday preceding the Board meeting during which the item will be considered, or by an alternative date and time specified in the agenda for the next scheduled meeting.
 2. A protest shall be considered proper when the protestant is directly and specifically affected by a pending matter or decision of the Board.
 3. The written protest shall include:
 - a. The name of the person protesting or, if a spokesperson, the entity or organization protesting;
 - b. A narrative description of the issues and facts supporting the protest; and
 - c. A description as to how the protestant will be harmed by the proposed Board action.
 - d. If a person fails to appear before the Board to argue and defend their protest, the Board may reject the protest without discussion.

c. Procurement Lobbyist

1. A Procurement Lobbyist, as defined by the Baltimore City Ethics Code § 8-8(c) must register with the Board of Ethics as a Procurement Lobbyist in accordance with Baltimore City Ethics Code § 8-12.
2. If any member of the Board has sufficient information to determine that Baltimore City Ethics Code § 8-12 has not been complied with, he or she may make a complaint to the Board of Ethics.

d. Required Posting

The full provisions of these Protest Regulations shall be posted in a manner and format that ensures adequate notice in the Department of Legislative Reference, as well as on the President of the Board's website and the Secretary to the Board's website.

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

NOTICES - cont'd:

1. SPECIAL NOTICE FOR MAY 19, 2021, 9:00 A.M. BOARD OF ESTIMATES' MEETING

MEMBERS OF THE PUBLIC CAN CALL IN TO LISTEN LIVE BY CALLING 1 (408) 418-9388 (ACCESS CODE: 179 810 2346) AND/OR STREAM IT LIVE USING THE FOLLOWING LINK:

<https://www.charmtvbaltimore.com/live-stream>

2. 12:00 NOON MEETING ANNOUNCEMENT OF BIDS AND OPENINGS

MEMBERS OF THE PUBLIC CAN CALL IN TO LISTEN LIVE BY CALLING (443) 984-1696 (ACCESS CODE: 0842939) AND/OR STREAM IT LIVE USING THE FOLLOWING LINK:

<https://www.charmtvbaltimore.com/live-stream>

3. EFFECTIVE MARCH 9, 2021, THE BOARD SUBMISSION DEADLINE IS WEEKLY ON TUESDAY AT 11:00 A.M.

BOARD OF ESTIMATES' RECESS

4. THE BOARD OF ESTIMATES IS SCHEDULED TO BE IN RECESS AT 9:00 A.M. AND 12:00 NOON ON MAY 26, 2021. THE BOARD OF ESTIMATES WILL NOT RECEIVE OR OPEN BIDS ON MAY 26, 2021. THE BOARD OF ESTIMATES WILL RECONVENE ON JUNE 02, 2021.

5. THE DEADLINE FOR THE JUNE 02, 2021 BOARD OF ESTIMATES' AGENDA IS TUESDAY, MAY 18, 2021, AT 11:00 A.M.

BOARD OF ESTIMATES' AGENDA – MAY 19, 2021

BOARDS AND COMMISSIONS:

1. Prequalification of Contractors

In accordance with the Rules for Prequalification of Contractors, as amended by the Board on November 21, 2016, the following contractors are recommended:

B&P Environmental One LLC	\$ 1,500,000.00
Joseph B. Fay Co.	\$64,850,000.00

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:

Allen + Shariff Engineering, LLC	Engineer
E2CR, Inc.	Engineer
EBA Engineering, Inc.	Engineer Land Survey
Gwin, Dobston & Foreman, Inc.	Engineer

AGENDA

BOARD OF ESTIMATES

5/19/2021

Department of Human Resources – Personnel Matters

The Board is requested to approve the Personnel matter below:

Office of the Comptroller

1. Create the following position:

Classification: Public Relations Officer

Job Code: 33413

Grade: 923 (\$63,725.00 - \$102,202.00)

Position No.: To be assigned by BBMR

Cost: \$99,749.00 – 1001-000000-1300-157300-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

APPROVED FOR FUNDS BY FINANCE

**THE PERSONNEL MATTER HAS BEEN APPROVED BY THE EXPENDITURE
CONTROL COMMITTEE.**

AGENDA

BOARD OF ESTIMATES

5/19/2021

PROPOSAL AND SPECIFICATIONS

1. Department of Transportation – TR 21007, Curb Repair Citywide
BIDS TO BE RECV'D: 06/16/2021
BIDS TO BE OPENED: 06/16/2021

2. Department of Transportation – TR 21008, ADA Ramps Citywide
BIDS TO BE RECV'D: 06/16/2021
BIDS TO BE OPENED: 06/16/2021

3. Department of Public Works/
Office of Engineering and
Construction – WC 1285, Caroline Street &
Vicinity Water Main Replacement
BIDS TO BE RECV'D: 06/16/2021
BIDS TO BE OPENED: 06/16/2021

AGENDA

BOARD OF ESTIMATES

5/19/2021

Mayor's Office of Homeless Services – Provider Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Provider Agreement with Health Care for the Homeless, Inc. The period of the agreement is October 1, 2020 through September 30, 2021.

AMOUNT OF MONEY AND SOURCE:

\$811,245.00 - 4000-407019-3573-757900-603051

BACKGROUND/EXPLANATION:

The City has received a U.S. Department of Housing and Urban Development grant to undertake the Continuum of Care Grant Program. Health Care for the Homeless, Inc. will utilize the funds to provide rental assistance and supportive services to 52 individuals and/or families experiencing homelessness in the City of Baltimore. Services will be provided under their Homewood Bound PHP Project.

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

MBE/WBE PARTICIPATION:

MWBOO GRANTED A WAIVER ON NOVEMBER 9, 2020.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

5/19/2021

Health Department – Agreements

The Board is requested to approve and authorize execution of the various agreements. The period of the agreement is July 1, 2020 through June 30, 2021, unless otherwise indicated.

1. **UNIVERSITY OF MARYLAND, BALTIMORE** **\$ 88,650.00**

Account: 4000-483321-3160-780000-603051

The University of Maryland School of Social Work will utilize the funds to perform an evaluation of the Baltimore City Health Department's (BCHD) School-Based Violence Prevention Program. The evaluation team will collaborate with the BCHD around decision making and using data to understand the individual and school-level impacts of the School-Based Violence Prevention Program. An independent evaluation is required by grantor, the Department of Health and Human Services, Centers for Disease Control and Prevention. The period of the agreement is September 1, 2020 through August 31, 2021.

The agreement is late because of budget revisions and administrative delays.

MWBOO GRANTED A WAIVER ON MARCH 14, 2021.

2. **THE JOHNS HOPKINS UNIVERSITY** **\$235,235.00**

Account: 4000-444321-3023-718000-603051

The Johns Hopkins University will utilize the funds to maintain and apply the required expertise to effectively manage tuberculosis screening with the Baltimore City Health Department to expansion of the relationship in order to address the syndemics of latent tuberculosis infections and HIV at Federally Qualified Health Centers and substance abuse treatment centers. The period of the agreement is August 1, 2020 through July 31, 2021.

The agreement is late because of administrative delays.

MWBOO GRANTED A WAIVER ON MARCH 14, 2021.

AGENDA

BOARD OF ESTIMATES

5/19/2021

Health Department – cont'd

3. THE JOHNS HOPKINS UNIVERSITY \$198,489.00

Account: 4000-422621-3030-271500-603051

The Johns Hopkins University (JHU) will utilize the funds to provide scientific guidance and oversight in all aspects of the Sexually Transmitted Disease Surveillance Network, including coordination and development of the grant application. The JHU also coordinates across all agencies and facilities collaborating on the SSuN Project and serves as primary liaison with project officers at the Centers for Disease Control. The period of the agreement is September 30, 2020 through September 29, 2021.

The agreement is late because of administrative delays.

MWBOO GRANTED A WAIVER ON APRIL 22, 2021.

4. THE JOHNS HOPKINS UNIVERSITY BLOOMBERG \$206,272.00 SCHOOL OF PUBLIC HEALTH

Accounts: 1001-000000-3030-776200-603051	\$113,606.00
6000-613321-3044-273300-603051	\$ 46,333.00
6000-607821-3110-306800-603051	\$ 46,333.00

The Johns Hopkins University Bloomberg School of Public Health will utilize the funds to provide the services of a Chief Epidemiologist who will serve as lead for the development of data and analysis for public health at the Baltimore City Health Department. The Johns Hopkins University Bloomberg School of Public Health will also provide the services of an epidemiologist to conduct routine epidemiologic functions comprising surveillance, data collection, data analysis using basic epidemiologic methods, and assistance with epidemiologic investigations. The purpose of this position is to focus on aging, morbidity and mortality surveillance, and other areas as needed.

The agreement is late because of delays at the administrative level.

MWBOO GRANTED A WAIVER ON APRIL 22, 2021.

AGENDA

BOARD OF ESTIMATES

5/19/2021

Health Department – cont'd

5. **BLACK MENTAL HEALTH ALLIANCE FOR EDUCATION AND CONSULTATION, INC.** **\$ 65,000.00**

Account: 5000-570321-3041-605800-603051

The Black Mental Health Alliance for Education and Consultation, Inc. will work with the Baltimore City Health Department on tobacco control issues that relate to the illegal sale of tobacco.

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

MWBOO GRANTED A WAIVER ON NOVEMBER 3, 2020.

6. **MAYOR'S OFFICE OF HOMELESS SERVICES** **\$ 85,000.00**

Account: 5000-569721-3023-273306-603051

The Mayor's Office of Homeless Services will utilize the funds to provide support and coordination services to assist low-income individuals and families impacted by COVID-19, obtain assistance with application processes, and follow-up for meal delivery services.

MWBOO GRANTED A WAIVER ON APRIL 22, 2021.

The agreement is late because the State of Maryland, Department of Health and Mental Hygiene's (DHMH) Prevention and Health Promotion Administration (PHPA) programmatically manages Ryan White Part B HIV/AIDS State Special Services. The providers are asked to submit a budget, budget narrative, and scope of services. The Department thoroughly reviews the entire package before preparing a contract and submitting it to the Board. These budgets are many times revised because of inadequate information from the providers. The review is required to comply with the grant requirements.

The Minority and Women's Business Opportunity Office (MWBOO) confirms the funding sources associated with the Baltimore City Health Department (BCHD) grant programs, technical agreements, and community health services are obtained through the Federal Government and State of Maryland. Through this fiduciary alliance, the BCHD serves as a liaison and oversight agency to ensure funding is appropriated to the designated Citywide public health programs and services. Due to the restricted allocation of Federal

AGENDA

BOARD OF ESTIMATES

5/19/2021

Health Department – cont'd

and State funds, the Baltimore City MBE/WBE goals and the MWBOO compliance monitoring are not applicable. For this reason, waivers are granted to warrant the appropriate approval for all Federal and State funded resources.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

5/19/2021

Health Department – Letter of Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve a Letter of Agreement with CareFirst for a grant to support B'More for Healthy Babies (BHB). The period of the grant is July 1, 2020 through June 30, 2023.

AMOUNT OF MONEY AND SOURCE:

The grant award will be disbursed as follows:

\$ 375,000.00 - November 2020
375,000.00 - January 2021
375,000.00 - July 2021
375,000.00 - January 2022
375,000.00 - July 2022
375,000.00 - January 2023
\$2,250,000.00 - 7000-726321-3080-294200-407001

BACKGROUND/EXPLANATION:

Under the terms of the Letter of Agreement, the BCHD will utilize the funds to support the BHB Initiative. The goals of the BHB Initiative are to reduce infants' deaths due to preterm births, low birth weight, and unsafe sleep conditions, which disproportionately affect African American women.

CareFirst funding over the next three years will support two key BHB domains:

1. infrastructure and systems building and
2. targeted outreach and engagement.

The Letter of Agreement is late because of administrative delays.

APPROVED FOR FUNDS BY FINANCE

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

(The Letter of Agreement has been approved by the Law Department as to form and legal sufficiency.

AGENDA

BOARD OF ESTIMATES

5/19/2021

Mayor's Office of Employment Development – Provider Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Provider Agreement with Associated Catholic Charities, Inc. The period of the Provider Agreement is October 1, 2020 through September 30, 2021, with an option to renew for one additional 1- year period at the sole discretion of the City.

AMOUNT OF MONEY AND SOURCE:

\$90,000.00 – 4000-806421-6313-817705-603051

BACKGROUND/EXPLANATION:

On October 7, 2020, the Board approved acceptance of the PY20 Workforce Innovation and Opportunity Act Grant Award from the Maryland State Department of Labor, Licensing and Regulation in the amount of \$4,199,869.00 that will support this Provider Agreement.

The purpose of this Agreement is to secure the services of the Provider to design and deliver innovative programming and comprehensive services resulting in academic achievement and employment success for 15 Baltimore City out-of-school youth 18 – 24 years of age. Associated Catholic Charities, Inc. will increase employment and education prospects for the participants through skills training, leadership development, and the provision of life and workplace readiness skills.

The Provider Agreement is late because additional time was required to reach a comprehensive understanding between the parties.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

5/19/2021

Mayor's Office of Employment Development – Provider Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Provider Agreement with NPower, Inc. The period of the Provider Agreement is October 1, 2020 through September 30, 2021, with an option to renew for one additional 1- year period at the sole discretion of the City.

AMOUNT OF MONEY AND SOURCE:

\$90,000.00 – 4000-806421-6313-817705-603051

BACKGROUND/EXPLANATION:

On October 7, 2020, the Board approved acceptance of the PY20 Workforce Innovation and Opportunity Act Grant Award from the Maryland State Department of Labor, Licensing and Regulation in the amount of \$4,199,869.00 that will support this Provider Agreement.

The purpose of this Agreement is to secure the services of the Provider to design and deliver innovative programming and comprehensive services resulting in academic achievement and employment success for 15 Baltimore City out-of-school youth 18 – 24 years of age. NPower, Inc. will increase employment and education prospects for the participants through skills training, leadership development, and the provision of life and workplace readiness skills.

The Provider Agreement is late because additional time was required to reach a comprehensive understanding between the parties.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

5/19/2021

EXTRA WORK ORDERS AND TRANSFER OF FUNDS

* * * * *

The Board is requested to approve

all of the

Extra Work Orders

as listed on the following pages:

13 - 15

The EWOs have been reviewed and approved

by the Department of

Audits, CORC, and MWBOO

unless otherwise indicated.

In connection with the Transfer of Funds,
pursuant to Charter provisions, a report has

been requested from the Planning

Commission, the Director of Finance

having reported favorably thereon.

AGENDA

BOARD OF ESTIMATES

5/19/2021

EXTRA WORK ORDERS

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

1. EWO # 010, \$28,603.00 – TR 12311R, Replacement of Three Bridges over MD 295; Waterview Ave. Bridge; Annapolis Road Bridge & Maisel Street Corridor

\$35,374,063.60	\$386,944.36	Wagman Heavy Civil, Inc.		39.00%
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This extra work order authorizes the Department of Transportation, TEC Division to pay the contractor for all labor, materials, and equipment to construct a conduit system across the Waterview Avenue Bridge to relocate a Verizon utility.

DBE PARTICIPATION:

The contract has a DBE goal of 21% and has achieved the goal.

This Extra Work Order does not require MWBOO approval.

2. EWO # 004, \$1,297,175.00 – TR 19006R, Urgent Need Contract Citywide

\$2,609,618.00	\$1,014,437.40	P. Flanigan & Sons, Inc.	180 days	59.00%
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The advertised scope of this contract includes work involving the improvements to the existing roadway and is not limited to only the items and locations expressed in the contract specification. This authorization is requested for work involving improvements to the existing roadway along Fort Smallwood Road. A 180-day compensable time extension is needed to prioritize the proposed work and contracted work to be executed later.

MBE/WBE PARTICIPATION:

MBE: 21%

WBE: 8%

The contractor has achieved 49.01% for the MBE goal and 10.78% for the WBE goal.

THE EAR WAS APPROVED BY MWBOO ON MARCH 31, 2021.

AGENDA

BOARD OF ESTIMATES

5/19/2021

EXTRA WORK ORDERS

<u>Contract</u> <u>Awd. Amt.</u>	<u>Prev. Apprvd.</u> <u>Extra Work</u>	<u>Contractor</u>	<u>Time</u> <u>Ext.</u>	<u>%</u> <u>Compl.</u>
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Department of Transportation – cont'd

3. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
\$1,491,751.25 GF (HUR)	9950-910135-9509 Construction Reserve Ft. Smallwood Rd. Improvements	9950-903492-9514-2 Contingencies Resurfacing JOC Urgent TR19006

This transfer will fund the costs of improving the existing roadway along Fort Smallwood Road; and other costs associated with Change Order #004 on Project TR 19006R, Urgent Need Contract Citywide, with P. Flanigan & Sons, Inc., in the amount of \$1,297,175.00.

Department of Recreation & Parks

4. EWO # 003, \$0.00 – RP 19803, Patterson Park Athletic Field Lighting
- | | | | | |
|---------------|--------------|-------------------------------|------------|-----|
| \$ 964,125.00 | \$ 23,757.33 | Lighting Maintenance,
Inc. | 90
days | 25% |
|---------------|--------------|-------------------------------|------------|-----|

This extra work order authorization is for a 90-day, non-compensatory time extension in order to lengthen the completion date of April 1, 2021, due to unstable soils on the field. Weather conditions delayed progress, and the Department is still waiting for approval of the new transformer installation and a 3 phase power supply from BG&E.

MBE/WBE PARTICIPATION:

Lighting Maintenance, Inc. will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals established in the original agreement.

MBE: 4%

WBE: 1%

AGENDA

BOARD OF ESTIMATES

5/19/2021

EXTRA WORK ORDERS

<u>Contract</u> <u>Awd. Amt.</u>	<u>Prev. Apprvd.</u> <u>Extra Work</u>	<u>Contractor</u>	<u>Time</u> <u>Ext.</u>	<u>%</u> <u>Compl.</u>
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Department of Recreation & Parks – cont'd

The contractor has attained 0% of the MBE goal and 0% of the WBE goal.

THE EAR WAS APPROVED BY MWBOO ON MARCH 31, 2021.

- | | | | | |
|----|---|---|---------------------------------|----------------|
| 5. | <u>EWO # 001, \$0.00 – RP 18824, Renovations to the Towanda Recreation Center</u> | | | |
| | \$ 570,000.00 | - | Bensky Construction
Co., LLC | 30
days 85% |

This extra work order authorizes a 30-day non-compensable time extension, to extend the completion date of April 9, 2021. This extension is due to adverse weather such as snow and rain causing roof-leaks and icy conditions at the job site and COVID-19 Virus limitations of working, and long lead times by subcontractors and suppliers.

MBE/WBE PARTICIPATION:

Bensky Construction Co. LLC will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals established in the original agreement.

MBE: 22%

WBE: 9%

The contractor has attained 25.23% for the MBE goal and 13.54% for the WBE goal.

THE EAR WAS APPROVED BY MWBOO ON APRIL 1, 2021.

AGENDA

BOARD OF ESTIMATES

5/19/2021

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development (DHCD) – Condemnation</u>			
1. Jim W. Player	509 E. 27 th Street	L/H	\$13,540.00

Funds are available in Account No. 9910-904177-9588-900000-704040, Greenmount Acquisition Project.

DHCD – Option

2. Brad Van Allen, Trustee of the Betty Van Allen Trust	1204 Brentwood Avenue	G/R \$60.00	\$ 400.00
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The Board is requested to rescind its prior approval on February 10, 2021, for the purchase by condemnation or redemption of the \$60.00 ground rent interest in 1204 Brentwood Avenue for \$400.00, and approve an option to purchase the \$60.00 ground rent interest in 1204 Brentwood Avenue.

Since the original Board approval, the owner has been identified, come forward and agreed to a purchase price.

Funds are available in Account No. 9910-910715-9588-900000-704040, \$ 70.00 Johnston Square Project for the FMV.

Funds are available in Account No. 9910-910715-9588-900000-704044, \$180.00 Johnston Square Project for three years back rent.

Funds are available in Account No. 9910-910715-9588-900000-704044, \$529.00 Johnston Square Project for the settlement fee.

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

AGENDA

BOARD OF ESTIMATES

5/19/2021

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
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DHCD – Application to the MD of Assessments & Taxation

3. OLZ 21 Corp.	1020 N. Carrollton Avenue	G/R \$64.00	
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The Board is requested to authorize an application to the Maryland Department of Assessments and Taxation to redeem or extinguish the \$64.00 ground rent interest in 1020 N. Carrollton Avenue.

Funds are available in Account No. 9910-905640-9588-900000-704044, \$ 70.00
FY 17 Core Demolition Project for the application fee.

Funds are available in Account No. 9910-905640-9588-900000-704044, \$192.00
FY 17 Core Demolition Project for three years ground rent.

The application fee is \$70.00 and three years ground rent will be deposited with SDAT. A Redemption Certificate vesting fee simple title in the Mayor and City Council of Baltimore will be recorded. This property will be redeveloped.

AGENDA

BOARD OF ESTIMATES

5/19/2021

Employees' Retirement System (ERS) – Subscription Agreement

ACTION REQUESTED OF B/E:

The Board is requested by the Board of Trustees of the ERS to approve and authorize execution of a Subscription Agreement for its investment in BIG Real Estate Fund II, L.P.

AMOUNT OF MONEY AND SOURCE:

No General Fund monies are involved in this transaction. The ERS will pay Basis Investment Group, LLC an average \$300,000.00 annual fee (1.5%) to manage its initial investment of approximately \$20,000,000.00.

BACKGROUND AND EXPLANATION:

The ERS Board of Trustees voted in March 2021 to reallocate funds for a high-yield income investment manager for approximately \$20,000,000.00. The Board already uses this manager for ERS funds with their BIG Real Estate Fund I. The selection process was conducted with the assistance and advice of the ERS' investment advisor Marquette Associates. This manager, Basis Investment Group, LLC, is a minority and woman-owned commercial real estate company.

MBE/WBE PARTICIPATION:

MWBOO GRANTED A WAIVER ON MAY 10, 2021.

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

AGENDA

BOARD OF ESTIMATES

5/19/2021

Office of the State's
Attorney for Baltimore City (SAO) – Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Memorandum of Understanding (MOU) with Behavioral Health System Baltimore, Inc. (BHSB). The period of the MOU is July 1, 2020 through June 30, 2021.

AMOUNT OF MONEY AND SOURCE:

\$89,131.00 – 5000-502921-11540-118100-601001

BACKGROUND/EXPLANATION:

The BHSB was awarded a grant from the Maryland Department of Health, Behavioral Health Administration for FY 2021 entitled Law Enforcement Assisted Diversion (LEAD) and has agreed to provide SAO with \$89,131.00 of the award to support an Assistant State's Attorney under the program.

The SAO received grant funds from BHSB, which provide for the salary and fringe benefits for an Assistant State's Attorney. The purpose of the MOU is for the expectations of the parties to be set forth in writing and approved by the Board. The Assistant State's Attorney will assist in the pre-booking diversion program for eligible participants generally diagnosed with substance-use disorders and mental health conditions. These individuals will be connected with parties to render intensive services rather than referring them to the criminal justice system.

This submission is late because the SAO recently completed the MOU.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

5/19/2021

Department of Real Estate - Assignment of Tax Sale Certificate

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of a Tax Sale Certificate to BB Realty LLC for an amount that is less than the lien amount for the property known as 2415 S. Paca Street (Block 7474, Lot 001).

AMOUNT OF MONEY AND SOURCE:

<u>Property Address</u>	<u>Appraised Value</u>	<u>Flat Taxes & Water</u>	<u>Total Liens</u>	<u>Recommended Purchase Price</u>
2415 S. Paca Street	\$ 30,000.00	\$14,958.94	\$32,950.64	\$30,000.00

BACKGROUND/EXPLANATION:

The City acquired the Tax Sale Certificate on October 28, 2020 in the total amount of \$32,950.64.

BB Realty, LLC has offered to purchase the Tax Certificate for 2415 S. Paca Street in the amount of \$30,000.00, file a petition to foreclose, acquire title to the property and return it to productive use. The purchase price of \$30,000.00 will cover the flat taxes and water charges for the property. Other charges include \$27,155.58 in interest and penalties, \$2,582.01 for miscellaneous billing, \$300.00 for an environmental citation; and \$2,388.88 for property registration.

TRANSFERS OF FUNDS

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The Board is requested to approve
the Transfers of Funds
listed on the following pages:
22 - 23

In accordance with Charter provisions
reports have been requested from the
Planning Commission, the Director
of Finance having reported
favorably thereon.

AGENDA

BOARD OF ESTIMATES

5/19/2021

TRANSFERS OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development</u>			
1.	\$ 56,230.00 Community Development Block Grant 45	9980-918989-9587 Loan Repayment	9980-907334-9593 Baltimore Office of Promotion and the Arts

This transfer will provide funding for the Baltimore Community Arts Program. The funding will support the community arts mural program to abate graffiti, revitalize blighted areas, beautify streetscapes, employ artists, and unite residents by engaging them in neighborhood improvement projects.

2.	\$578,000.00 Community Development Block Grant (CDBG) 41	9996-908985-9587 Housing Development	9996-911670-9593 Cherry Hill Town Center AMEND
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This transfer will provide a CDBG Deferred Loan to the Associated Catholic Charities, Inc. to support a portion of the hard construction costs for the \$2,600,000.00 renovation of the Cherry Hill Town Center facades. The source of the 2020 CDBG funds is amendment funding.

The Cherry Hill Town Center houses social services as well as neighborhood amenities such as a barbershop, prepared foods, a laundry, and a public library in south Baltimore, south of the Middle Branch of the Patapsco River.

AGENDA

BOARD OF ESTIMATES

5/19/2021

TRANSFERS OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Recreation and Parks</u>			
3.	\$ 9,000.00	9938-912146-9475	
	State (Program	Building Renovation	
	Open Space)	HR/Mad/EW/LH	
		Myers - Reserve	
	3,000.00	"	"
	3 rd Parks &		
	Public		
	<u>Facilities</u>		
	\$ 12,000.00	-----	9938-913146-9474
			Myers Soccer Pavilion
			Turf—Active

This transfer will provide funds to cover the costs associated with the installation of artificial turf at the Myers Soccer Pavilion.

AGENDA

BOARD OF ESTIMATES

5/19/2021

Department of Transportation - Developer's Agreement No.1692

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Developer's Agreement No. 1692 with Bank Street Apartments, LLC. The period of the agreement is effective upon Board approval and will end upon Final Acceptance by the City after the maintenance period.

AMOUNT OF MONEY AND SOURCE:

\$196,382.00 – Letter of Credit

BACKGROUND/EXPLANATION:

Bank Street Apartments, LLC, desires to construct various utilities, including water, storm drain, and sanitary, to its property located at 3905 Bank Street. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Letter of Credit in the amount of \$196,382.00 has been issued to Bank Street Apartments, LLC, which assumes 100% of the financial responsibility.

MBE/WBE PARTICIPATION:

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

(The Developer's Agreement No. 1692 has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

5/19/2021

Department of Transportation - Developer's Agreement No.1705

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Developer's Agreement No. 1705 with LP1001 North Charles, LLC. The period of the agreement is effective upon Board approval and will end upon Final Acceptance by the City after the maintenance period.

AMOUNT OF MONEY AND SOURCE:

\$57,578.40 – Performance Bond

BACKGROUND/EXPLANATION:

LP1001 North Charles, LLC, desires to construct various utilities, including water service, water meter, and conduit for its property located at 1001 N. Charles Street. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$57,578.40 has been issued to LP1001 North Charles, LLC, which assumes 100% of the financial responsibility.

MBE/WBE PARTICIPATION:

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

(The Developer's Agreement No. 1705 has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

5/19/2021

Mayor's Office of Minority and Women-Owned – Consultant Agreements Business Development (MWBD)

The Board is requested to approve and authorize execution of the Consultant Agreements with Mr. Anthony W. Robinson, Mr. N. Scott Phillips Legal and Business Consulting Services, LLC, and the Project Resource Group, LLC to serve as Business Consultants for the Mid-Atlantic Minority Business Development Agency (MBDA) Advanced Manufacturing Project (AMP) Center in Baltimore. The period of the Consultant Agreements is April 1, 2021 through June 30, 2021. The parties may extend the period of the Consultant Agreements under the same terms and conditions upon the annual or semi-annual renewal of the MBDA grant award.

1. **ANTHONY W. ROBINSON** **\$ 9,188.00**
2. **N. SCOTT PHILLIPS LEGAL AND BUSINESS
CONSULTING SERVICES, LLC** **\$26,325.00**

Mr. N. Scott Phillips, individually, will serve as the Project Director for the MBDA – AMP.

3. **PROJECT RESOURCE GROUP, LLC** **\$ 6,500.00**

Ms. Christine Plater, individually, will serve as the Project Administrator for the MBDA – AMP.

Account: – 4000-405521-1250-775600-603018

BACKGROUND/EXPLANATION:

On November 30, 2016, the Board approved the first in a series of grant awards for the City of Baltimore, Mayor's Office of MWBD, to operate the Mid-Atlantic MBDA Advanced Manufacturing Project Center in Baltimore. This is the fifth year of the grant which has been funded by the MBDA for three months (April 1, 2021 through June 3, 2021). The full period of the grant award is September 1, 2016 through August 31, 2021.

There are 41 MBDA Business and Project Centers throughout the country, and the City of Baltimore is one of only two municipalities awarded a grant to operate a Minority Project Center.

The Consultant Agreements are late because of delays in the administrative process.

AGENDA

BOARD OF ESTIMATES

5/19/2021

MWBD – cont'd

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAS NO OBJECTION.

(The Consultant Agreements have been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

5/19/2021

Mayor's Office of Minority and Women-Owned – Amendment No. 9 to Financial
Business Development (MWBD) Assistance Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of Amendment No. 9 to the Financial Assistance Grant Award from the U.S. Department of Commerce Minority Business Development Agency (MBDA) to operate the Mid-Atlantic MBDA Advanced Manufacturing Project (AMP) Center in Baltimore. The period of the Grant Award is April 1, 2021 through June 30, 2021. The period of the grant may be extended under the same terms and conditions upon the annual or semi-annual renewal of the MBDA grant award.

AMOUNT OF MONEY AND SOURCE:

\$62,500.00 - 4000-405521-1250-775600-404001

BACKGROUND/EXPLANATION:

On November 30, 2016, the Board approved the first in a series of grant awards for the City of Baltimore, Mayor's Office of MWBD to operate the Mid-Atlantic MBDA Advanced Manufacturing Project Center in Baltimore. This is the fifth year of the grant, which has been funded by the MBDA for three months (April 1, 2021 through June 30, 2021) The full period of the grant award is September 1, 2016 through August 31, 2021.

On December 18, 2019, the Board approved the grant award in the amount of \$300,000.00 for Amendment No. Six. On August 5, 2020, the Board approved additional funding for the grant in the amount of \$145,833.00 for Amendment No. Eight for the total grant amount of \$445,833.00 for the City of Baltimore, Mayor's Office of MWBD to operate the BaltimoreMIHUB initiative Baltimore Manufacturing Innovation HUB Project. The full period of the grant award was September 1, 2019 through March 31, 2021. The Baltimore MIHUB initiative Baltimore Manufacturing Innovation HUB Project will utilize supplemental funding that will be separate from the funding for the Mid-Atlantic Region MBDA AMP Center. This action is in support of the Mid-Atlantic Region MBDA Advanced Manufacturing Project.

AGENDA

BOARD OF ESTIMATES

5/19/2021

MWBD – cont'd

There are 41 MBDA Business and Project Centers throughout the country, and the City of Baltimore is one of only two municipalities awarded a grant to operate a Minority Project Center.

On November 30, 2016, the Board approved the original grant award for the period of September 1, 2016, through August 31, 2017, in the amount of \$250,000.00. On December 6, 2017, the Board approved the First Amendment to the grant award in the amount of \$125,000.00 for the period of September 1, 2017, through February 28, 2018. On April 25, 2018, the Board approved the Second Amendment to the grant award in the amount of \$125,000.00 for the period of March 1, 2018 through August 31, 2018. On October 17, 2018, the Board approved the Third Amendment to the grant award in the amount of \$145,833.00 for the period of September 1, 2018 through March 31, 2019.

On June 12, 2019, the Board approved the Fourth Amendment to the grant award in the amount of \$250,000.00 for the period of April 1, 2019 through March 31, 2020. On December 12, 2020, the Board approved the Fifth Amendment that revised the award end date per the MBDA Program Office memorandum dated March 6, 2019. The entire project period for the award is September 1, 2016 through March 31, 2021.

On December 18, 2020, the Board approved the Sixth Amendment to the grant award in the amount of \$300,000.00 for the period of September 1, 2019 through March 31, 2020. On May 27, 2020, the Board approved the Seventh Amendment to the grant in the amount of \$354,167.00 for the period of April 1, 2020 through March 31, 2021. On August 5, 2020, the Board approved the Eighth Amendment to the grant in the amount of \$145,833.00 for the period April 1, 2020 through March 31, 2021. This Ninth Amendment to the Financial Assistance Award will increase the grant award amount by \$62,500.00 for the new award period. This Ninth Amendment does not include any in-kind recipient funds. The new award period is April 1, 2021 through June 30, 2021.

On November 30, 2016, the Board approved the in-kind recipient funds in the amount of \$267,693.00 for the period of September 1, 2016 through August 31, 2017. On December 6, 2017, the Board approved the First Amendment to the in-kind recipient services in the amount of \$133,846.00 for the period of September 1, 2017 through February 28, 2018.

AGENDA

BOARD OF ESTIMATES

5/19/2021

MWBD – cont'd

On April 25, 2018, the Board approved the Second Amendment to the in-kind recipient services in the amount of \$133,195.00 for the period of March 1, 2018 through August 31, 2018. On October 17, 2018, the Board approved the Third Amendment to the in-kind recipient services in the amount of \$78,077.00 for the period of September 1, 2018 through March 31, 2019. On June 12, 2019, the Board approved the Fourth Amendment to the in-kind recipient services in the amount of \$267,215.00 for the period of April 1, 2019 through March 31, 2020. Amendment Nos. Five and Six did not include any in-kind transactions. On May 27, 2020, the Board approved the Seventh Amendment to the in-kind recipient funds in the amount of \$456,430.00 for the period April 1, 2020 through March 31, 2021. Amendment No. Eight did not include any in-kind transactions and Amendment No. Nine will not include any in-kind transactions.

This Amendment No. Nine to the Financial Assistance Grant Award is late because of delays in the administrative process.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

(The Amendment No. Nine to the Financial Assistance Grant Award have been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

5/19/2021

Mayor's Office of Children and Family Success – Rental Assistance Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve the use of a template Rental Assistance Grant Agreement on behalf of the Eviction Prevention Program led by the Mayor's Office of Children & Family Success (MOCFS). The use of the template is effective upon Board approval through September 30, 2022.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

Per the Interagency Agreement that was approved by the Board on August 20, 2020, the MOCFS, the Mayor's Office of Homeless Services (MOHS) and the Department of Housing and Community Development (DHCD) are coordinating their respective funding sources and programs to support the Eviction Prevention Program in supporting City families in need of housing resources.

The funding sources for the Eviction Prevention Program are a mix of federal, state and local, from the Department of Treasury, Department of Housing and Urban Development (HUD), the State of Maryland, and Affordable Housing Trust Fund. Some of these funding sources require the execution of Rental Assistance Grant Agreements between the City and the recipient of the grant funds (the landlord). To ensure landlord compliance with programmatic requirements and housing stability in Baltimore City, MOCFS will execute Rental Assistance Grant Agreements with recipients for all funding sources.

The Rental Assistance Grant Agreement will be used through September 30, 2022, based on the deadline of the Emergency Rental Assistance Program funds. The Rental Assistance Grant Agreement will be effective upon approval by the Director of MOCFS and will be in effect for 180 days after approval.

An estimated 28,000 households were behind on rent as of March 2021. To date, the City has received thousands of applications for housing assistance and expects this demand will continue to grow. This process would create an overwhelming administrative burden if each individual Rental Assistance Grant Agreement were to go through the standard approval process, whereby the Law Department, the Director of MOCFS, and the Landlord (as recipient of the funds) would be required to sign each Rental Assistance Grant Agreement.

AGENDA

BOARD OF ESTIMATES

5/19/2021

Mayor's Office of Children and Family Success – cont'd

The Law Department coordinated with the Eviction Prevention Program team to draft the template Rental Assistance Grant Agreement, incorporating all relevant federal, state and local funding source requirements. The template agreement will be locked for editing with the exception of certain fillable fields (for grant-specific information such as tenant(s) name(s), landlord name, address of rental property, and amount of assistance provided) that has been pre-approved and that will contain the Law Department's signature as to form and legal sufficiency affixed to the template Rental Assistance Grant Agreement.

The template Rental Assistance Grant Agreement will remove the need for the Law Department to execute each individual Rental Assistance Grant Agreement in order to streamline programmatic operations and allow MOCFS to provide quick, effective assistance to tenants in need and avoid unnecessary evictions of Baltimore City households. Any substantive modifications to the template will require review and approval by the Law Department for use of the modified Rental Assistance Grant Agreement in that specific circumstance. MOCFS and landlord (recipient) signature will still be required to fully execute the agreement. The universal Rental Assistance Grant Agreement allows flexibility for MOCFS staff to select the applicable funding source and also to designate which support the program has provided: either paying for delinquent back rent or providing relocation. There is no cost associated with the Board approving the template Rental Assistance Grant Agreement. Rental Assistance Grant Agreements entered into with landlords would not exceed \$25,000.00 per agreement.

There is an urgent need in the community for the program to disburse these funds quickly to avoid tenants from being evicted for non-payment of rent. An increase in the number of unhoused residents will place immediate stress on the City's shelter system (which is already operating at capacity) and increase the risk of additional COVID-19 outbreaks. Approval of the use of this template will remove administrative barriers and allow MOCFS to process applications more quickly.

MOCFS has been meeting with the Comptroller's Office and the Audits Department over the past several weeks to further explain the eviction prevention program. MOCFS has shared programmatic and fiscal standard operating procedures to ensure that appropriate checks and balances are in place to prevent fraud and ensure compliance of documentation per the funding source requirements. Moving forward, MOCFS will provide quarterly reports showing amount expended by funding source/grants of fiscal

AGENDA

BOARD OF ESTIMATES

5/19/2021

Mayor's Office of Children and Family Success – cont'd

payment by landlord to allow for efficient checks for fraud and abuse by Baltimore City landlords. MOCFS has shared an example of a report using Coronavirus Relief Funding that the Comptroller's Office has approved for future quarterly reports. The next quarterly report will be shared in July 2021.

The template Rental Assistance Grant Agreement to be used by MOCFS staff in the Eviction Prevention Program will be locked for editing with the exception of certain fillable fields.

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Rental Assistance Grant Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

5/19/2021

Department of Public Works – Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve an expenditure of funds to pay the Maryland Association of Municipal Wastewater Agencies (MAMWA) for the renewal of the City of Baltimore Executive's FY 2021 membership dues and an assessment for ongoing technical research support. The period of the membership is July 1, 2020 through June 30, 2021.

AMOUNT OF MONEY AND SOURCE:

\$22,020.40 - FY 2021 membership dues

26,026.27 - Assessment for ongoing technical research support

\$48,046.67 - 2070-000000-5501-397101-603022 (Not to exceed)

BACKGROUND/EXPLANATION:

The MAMWA is an association of City and County utilities in Maryland that operate wastewater collection systems and treatment plants. This organization exists to share information regarding regulatory efforts and funding opportunities that would benefit the operation of these facilities. The organization is a strong advocate on the local level for appropriate and common-sense regulations governing point source discharges.

This request is late because of administrative delays.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

5/19/2021

Department of Public Works - 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 (AWWA) for annual membership dues. The period of the annual membership is March 1, 2021 through April 30, 2022.

AMOUNT OF MONEY AND SOURCE:

\$12,290.85	–	2070-000000-5531-398600-603022
8,908.80	–	2071-000000-5541-398600-603022
1,117.35	–	2072-000000-5181-613400-603022
\$22,317.00		

BACKGROUND/EXPLANATION:

The AWWA is the largest non-profit scientific, educational association dedicated to managing and treating water. The organization is a society dedicated to providing water solutions while providing effective water management. This request is for membership renewal for AWWA. This organization is dedicated to water safety and research.

The submission is late because of the administrative process.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

5/19/2021

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 15 to Hazen & Sawyer PC, under Project No. 1804, On-Call Project and Construction Management Assistance and Inspection Services. The duration of this task is eight months.

AMOUNT OF MONEY AND SOURCE:

\$349,226.88 – 9956-905663-9551-900020-703032

BACKGROUND/EXPLANATION:

The Office of Engineering and Construction is in need of inspection services for the ongoing work on SC 977, the Gwynns Falls Sewershed Collection System. The work requested is within the original scope of the agreement.

The scope of the construction project for SC 977 includes approximately 57,000 linear feet of cured in place pipe; approximately 14,000 linear feet of sewer cleaning and closed circuit television inspections; approximately 12,850 linear feet of replacements of sanitary sewers by open cut method; associated wastewater by-pass pumping or control of flows of sewers and/or manholes to be repaired, replaced, constructed, or rehabilitated, and continuous monitoring of the by-pass operation; and the restoration of pavements, alleys, sidewalks, and site restorations, including planting trees. The original contract will expire on October 23, 2023.

MBE/WBE PARTICIPATION:

Hazen & Sawyer, PC, will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals established in the original agreement which are:

MBE: 29%

WBE:10%

AGENDA

BOARD OF ESTIMATES

5/19/2021

Department of Public Works/Office – cont'd
of Engineering and Construction

Currently, this on-call agreement is in compliance with the goals set by MWBOO. Current MBE is 29% and WBE is 10%.

THE EAR WAS APPROVED BY MWBOO ON MARCH 1, 2021.

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

5/19/2021

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 005 to Whitman, Requardt & Associates, LLP, under Project No. 1254W (WC 1413), On-Call Environmental Engineering Services. The duration of this task is 18 months.

AMOUNT OF MONEY AND SOURCE:

\$176,976.61 – Baltimore City
117,444.64 – Baltimore County
\$294,421.25 – 9960-905967-9557-900020-703032

BACKGROUND/EXPLANATION:

The Office of Engineering and Construction is requesting approval of Task No. 005, under Project 1254W, On-Call Environmental Engineering Services. The objective of the project is to remove water treatment residuals and restore the capacity of Lake Montebello and the Montebello Washwater Lake.

The scope of the original agreement includes providing design related services for the repair, maintenance, and new construction of facilities managed by the Office of Engineering and Construction. The original contract will expire on January 16, 2021.

MBE/WBE PARTICIPATION:

Whitman, Requardt & Associates, LLP will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals established in the original agreement which are:

MBE: 27%

WBE:10%

AGENDA

BOARD OF ESTIMATES

5/19/2021

Department of Public Works/Office – cont'd
of Engineering and Construction

Currently, this on-call agreement is not in compliance because the Consultant will meet the overall goals using subsequent tasks under the on-call agreement. The current goals are:

MBE: 20.73%

WBE: 17.90%

THE EAR WAS APPROVED BY MWBOO ON SEPTEMBER 28, 2020.

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$191,134.74 Water Revenue	9960-901051-9558 Montebello Lake Dredging	
126,840.21 <u>County Revenue</u>	" "	
\$317,974.95	-----	9960-905967-9557 Design

This transfer will cover the design costs for Project 1254W, Task 005 (WC 1413) to Whitman, Requardt & Associates, LLP

(In accordance with Charter requirements, a report has been requested from the Planning Commission, the Director of Finance having reported favorably thereon.)

AGENDA

BOARD OF ESTIMATES

5/19/2021

Department of Public Works/Office - Amendment No. 2 to Agreement of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve Amendment No. 2 to Agreement (Amendment No. 2) with EBA Engineering, Inc., under On-Call Project No. 1267E. Amendment No. 2 will extend the period of the Agreement through February 15, 2023 or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

No funds are required at this time (to be determined with each individual task).

BACKGROUND/EXPLANATION:

Amendment No. 2 will extend the period of the Agreement and allow the time needed to procure a replacement engineering services contract for the existing Project 1267E during COVID-19 which lengthens procurement time. It will provide the City the critical engineering services for emergency water main breaks and other emergency engineering needs.

The Office of Engineering and Construction has been working on the replacement of this project with the Office of Boards and Commissions. The Office of Boards and Commissions advertised Project No. 1327 on May 8, 2020, with the submittal due on June 5, 2020. Due to COVID-19, the deadline of the submittal was extended to June 26, 2020.

The Office of Boards and Commissions received submittals on June 26, 2020 for review and approval. The Office of Boards and Commissions reviewed and submitted the approved submittals to the Office of Engineering and Construction on September 3, 2020 for further processing.

AGENDA

BOARD OF ESTIMATES

5/19/2021

Department of Public Works/Office – cont'd
of Engineering and Construction

The Office of Engineering and Construction completed the shortlist and scheduled Consultant selection interviews in February of 2021. Under the current circumstances and threat of COVID-19, it is unlikely that the procurement of Project No. 1327 will be fully executed in time before the current Project No. 1267E expires. Therefore, the Department is requesting a time extension through February 15, 2023 to allow this project to continue providing water engineering services to address the City's water emergencies. The current Agreement expires August 15, 2021. This Amendment No. 2 is within the original scope of work and was requested by the Agency. All other terms and conditions of the original Agreement remain unchanged and in full force and effect.

MBE/WBE PARTICIPATION:

The vendor will continue to comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals established in the original agreement, which are:

MBE: 27%

WBE: 10%

AUDITS NOTED THE TIME EXTENSION.

(The Amendment No. 2 to Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

5/19/2021

Department of Public Works/Office – Partial Release of Retainage
of Engineering & Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Partial Release of Retainage Agreement to Mobile Dredging and Video Pipe Inc. for SC 966, Cleaning and Inspection of Sanitary Sewer at Various Locations.

AMOUNT OF MONEY AND SOURCE:

\$123,815.43 – 2071-000000-5501-000000-200001

BACKGROUND/EXPLANATION:

As of September 25, 2020, Mobile Dredging and Video Pipe Inc. has completed 98% of all work for SC 966. The Contractor has requested a Partial Release of Retainage in the amount of \$123,815.43. Currently, the City is holding \$231,047.66 in retainage for the referenced project. The remaining amount of \$107,232.23 is sufficient to protect the interests of the City.

MWBOO APPROVED THE RELEASE.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Partial Release of Retainage and Consent of Surety has been approved by the Law Department as to form and legal sufficiency).

AGENDA

BOARD OF ESTIMATES

5/19/2021

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Land Disposition Agreement for the sale of two City-owned properties located at 2200 and 2201 Poplar Grove Street (Block 3032, Lot 001 and Block 3031, Lot 001) to Olalekan Oketunji, Developer.

AMOUNT OF MONEY AND SOURCE:

\$10,000.00 - 2200 Popular Grove Street
11,000.00 - 2201 Popular Grove Street
\$21,000.00 - Purchase Price

BACKGROUND/EXPLANATION:

The City will convey all of its rights, title, and interest to 2200 and 2201 Poplar Grove Street to Olalekan Oketunji for the price of \$21,000.00, which will be paid to the City at the time of settlement. The Developer has paid a good faith deposit in the amount of \$2,100.00.

The Developer wants to purchase the vacant buildings located at 2200 and 2201 Poplar Grove Street for rehabilitation as single-family units, one for homeownership and one for rental to a low-income family. The purchase and improvements to the site will be financed through private sources.

The properties will be sold pursuant to the Appraisal Policy of Baltimore City. The properties were priced using the Waiver Valuation process for \$9,000.00. The property located at 2200 Popular Grove Street will be sold for \$10,000.00 and 2201 Popular Grove Street will be sold for \$11,000.00, which is more than the Waiver Valuation price.

MBE/WBE PARTICIPATION:

The Developer will purchase this property for a price that is less than \$50,000 and will receive no City funds or incentives for the purchase or rehabilitation, therefore MBE/WBE participation is not applicable.

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

AGENDA

BOARD OF ESTIMATES

5/19/2021

Department of Housing and Community Development (DHCD) - Land Disposition Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Land Disposition Agreement for the sale of City-owned properties located at 602 Baker Street, 604 Baker Street, 606 Baker Street, 608 Baker Street, 610 Baker Street, 612 Baker Street, 1525 N Carey Street, and 1527 N. Carey Street to The Trustees of Ames Memorial United Methodist Church, Developer.

AMOUNT OF MONEY AND SOURCE:

\$1,000.00 - 602 Baker Street
1,000.00 - 604 Baker Street
1,000.00 - 606 Baker Street
1,000.00 - 608 Baker Street
1,000.00 - 610 Baker Street
1,000.00 - 612 Baker Street
1,000.00 - 1525 N Carey Street
1,000.00 - 1527 N. Carey Street
\$8,000.00 - Purchase Price

BACKGROUND/EXPLANATION:

The City will convey all its rights, title, and interest in the eight properties to The Trustees of Ames Memorial United Methodist Church for the price of \$8,000.00, which will be paid to the City of Baltimore at the time of settlement.

The Trustees of Ames Memorial United Methodist Church will purchase these eight vacant lots from the City of Baltimore for the construction of a play area and/or community garden. The purchase price and improvements to the site will be financed through public and private sources.

The provisions of Article II, Section 15 of the Charter, Article 13 of the Baltimore City Code which established the Department of Housing and Community Development, Article 28, Section 8-3, and Article 13, Section 2-7(h)(2)(ii)(C) of the Baltimore City Code, authorize the City to sell these properties.

DHCD – cont'd

Pursuant to the City of Baltimore Appraisal Policy, unimproved real property with an assessed value of \$2,500.00 or less does not require an appraisal. The eight vacant lots are assessed at \$1,000.00 each and will be sold for \$1,000.00 each.

MBE/WBE PARTICIPATION:

The Developer will purchase the properties for a price that is less than \$50,000 and will receive no City funds or incentives for the purchase or rehabilitation, therefore MBE/WBE participation is not applicable.

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

AGENDA

BOARD OF ESTIMATES

5/19/2021

Department of Housing and Community Development (DHCD) - Side Yard Land Disposition Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Side Yard Land Disposition Agreement for the sale of a City-owned property located at 3908 Old Frederick Road to Christian Faith Holiness Church, Inc., Developer.

AMOUNT OF MONEY AND SOURCE:

\$1,907.50 - Purchase Price

BACKGROUND / EXPLANATION:

The lot will be sold for the price of \$1,907.50, of which \$400.00 will be held in escrow by the City for the benefit of the Christian Faith Holiness Church, Inc. to be applied at settlement for closing costs including transfer taxes, recordation fees, taxes and associated title services. The Developer will be using private funds to pay for the acquisition and maintenance of the property.

The DHCD's Development Division, on behalf of the Mayor and City Council, strategically acquires and manages vacant or abandoned properties, ultimately enabling this property to be returned to productive use and improving Baltimore's neighborhoods.

The City has agreed to convey the property known as 3908 Old Frederick Road to the adjacent property owner, Christian Faith Holiness Church, Inc. As a condition of the conveyance, Christian Faith Holiness Church, Inc. has agreed to the terms of the Side Yard Land Disposition Agreement, which prohibits development of the parcel for a minimum of ten years.

The City may dispose of the property by virtue of the following legal authorities: Article 28, Subtitle 8 of the Baltimore City Code.

The property is being sold for \$1,907.50, as the Developer holds title on the adjacent property as owner-occupied. The rationale for the conveyance is as follows:

DHCD – cont'd

- the sale will serve a specific benefit to the immediate community,
- the sale will help to eliminate blight from the neighborhood, and
- the sale will return the property to the City's tax rolls.

MBE/WBE PARTICIPATION:

The Developer will purchase these properties for a price that is less than \$50,000 and will receive no City funds or incentives for the purchase or rehabilitation; therefore, MBE/WBE is not applicable.

(The Side Yard Land Disposition Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

5/19/2021

Department of Housing and – Grant Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Grant Agreement with The Charm City Land Trust, Inc. The period of the agreement is effective upon Board approval for 24 months.

AMOUNT OF MONEY SOURCE:

\$150,000.00 - 9910-908570-9588

BACKGROUND/EXPLANATION:

In 2019, the Department made a commitment to The Charm City Land Trust, Inc., an Affordable Housing Trust Fund Community Land Trust by way of a grant to be used for the renovation of two properties in the McElderry Park community that have been designated for permanently affordable housing. These units are to be inhabited by citizens of Baltimore City at and below 50% of the Area Median Income ("AMI") in an effort to create permanently affordable housing in Baltimore City.

In order to fully implement the permanently affordable housing, the City of Baltimore is working with The Charm City Land Trust, Inc. to support this project. On September 27, 2019, the Department signed a conditional award commitment, which is pending the Board of Estimates approval to make the funds available for the affordable housing to be created and support unit development. The work being performed under the commitment included acquisition, construction design, ground lease restrictions, and construction documents.

This commitment provides \$150,000.00 funds to The Charm City Land Trust, Inc. to fund the construction, renovation and preparation of affordable units as is the purpose and mission of the Affordable Housing Trust Fund.

The Grantee may submit a written request to the Department of Housing and Community Development to request a one-year extension to the term of this Agreement and/or a budget reallocation not to exceed 20% of the Grant Funds.

The request should include an explanation for why an extension and/or budget reallocation is needed and be provided to DHCD at least 30 days prior to the Termination

AGENDA

BOARD OF ESTIMATES

5/19/2021

DHCD – cont'd

Date. The request must include all required documentation to justify the need for an extension. The Housing Commissioner or their designee will approve or deny the request in writing.

MBE/WBE PARTICIPATION:

MWBOO GRANTED A WAIVER ON MARCH 17, 2021. Funding source is being used to cover reimbursements.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
\$150,000.00	9910-905226-9599	9910-908570-9588
1 ST Affordable Housing	Affordable Housing	AHTF C1 Charm City
Bonds	Trust Fund	Land Trust Grant

This transfer will provide funding to be used as grant funding to Charm City Land Trust, Inc. for renovation of two properties in the McElderry Park Community that have been designated for permanent affordable housing.

(In accordance with Charter requirements, a report has been requested from the Planning Commission, the Director of Finance having reported favorably thereon.)

AGENDA

BOARD OF ESTIMATES

5/19/2021

Department of Housing and Community Development (DHCD) - Land Disposition Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Land Disposition Agreement for the sale of six City-owned properties located at 1337, 1339, 1341, 1343, 1345, and 1347 N. Gay Street to American Communities Trust, Inc., Developer.

AMOUNT OF MONEY AND SOURCE:

\$1.00 - 1337 N. Gay Street
1.00 - 1339 N. Gay Street
1.00 - 1341 N. Gay Street
1.00 - 1343 N. Gay Street
1.00 - 1345 N. Gay Street
1.00 - 1347 N. Gay Street
\$6.00 - Purchase Price

BACKGROUND/EXPLANATION:

The City will convey all of its rights, title, and interests in 1337, 1339, 1341, 1343, 1345, and 1347 N. Gay Street to the Developer for a total purchase price of \$6.00. The improvements to the site will be financed through grant sources.

The Developer wishes to purchase the vacant lots located at 1337, 1339, 1341, 1343, 1345, and 1347 N. Gay Street for the purpose of creating a park along the border between East Baltimore and East Baltimore Development Initiative (EBDI). Additionally, American Communities Trust, Inc. will endeavor to beautify the Amtrak underpass to the East Baltimore neighborhood and the EBDI. American Communities Trust, Inc. has been maintaining the subject property through the Baltimore City Adopt-A-Lot Program since 2017.

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

Pursuant to the City of Baltimore Appraisal Policy, vacant lots assessed for \$2,500.00 or less are not required to have an appraisal. These lots are assessed at \$1,000.00 each making the total value \$6,000.00, according to the appraisal policy. The properties are being sold for \$1.00 each, for a total purchase price of \$6.00, to American Communities Trust, Inc. for the following reasons:

AGENDA

BOARD OF ESTIMATES

5/19/2021

DHCD – cont'd

- the renovations will be to the specific benefit to the immediate community,
- the Developer has maintained the property since 2017, and
- the Developer has spent numerous funds and man hours in beautification and maintenance on the property since its submission of the Adopt-a-Lot program application.

MBE/WBE PARTICIPATION:

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

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

AGENDA

BOARD OF ESTIMATES

5/19/2021

Department of Housing and Community Development (DHCD) - Land Disposition Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Land Disposition Agreement for the sale of the City-owned property located at 811 W. Lanvale Street to The Upton Mansion, LLC, Developer.

AMOUNT OF MONEY AND SOURCE:

\$300,000.00 - Appraised value
- 35,000.00 - Removal of hazardous materials
265,000.00
- 38,145.00 - Tree removal
226,855.00
- 5,000.00 - Retaining wall stabilization
\$221,855.00 - Purchase price

BACKGROUND/EXPLANATION:

The City will convey all its rights, title, and interest in 811 W. Lanvale Street to The Upton Mansion, LLC for the price of \$221,855.00, which will be paid to the City of Baltimore at the time of settlement.

The Upton Mansion, Inc. will purchase 811 W. Lanvale Street, a vacant house known as the Upton Mansion, from the City of Baltimore and rehabilitate the mansion and carriage house, while preserving most of the architectural features inside and on the outside of the buildings. The Developer will use the property for archives, offices, community, and educational facilities for a term of 30 years. The Developer will also construct approximately 30 parking spaces.

The City has agreed to provide a Purchase Money Mortgage, with a 30-year term, in the amount of \$171,855.00, subject to 0% interest due and payable in full upon the sale, refinance, or change in use of the property during the 30-year term. This mortgage will be forgiven if there is no sale, refinance, or change in use of the property during the 30-year term.

DHCD – cont'd

The provisions of Article II, Section 15 of the Charter, Article 13 of the Baltimore City Code which established the Department of Housing and Community Development, and Ordinance No. 14-0356, enacted on June 9, 2014 authorize the City to sell these properties.

STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE PRICE DETERMINED BY THE APPRAISAL PROCESS:

The property was appraised by an independent appraiser in accordance with the City's Appraisal Policy. The appraised value of the property is \$300,000.00. The City has agreed to sell the property for \$300,000.00 minus deductions of \$35,000.00 for the removal of hazardous materials, \$38,145.00 for tree removal, and \$5,000 for retaining wall stabilization.

Therefore, the property is being sold for the price of \$221,855.00 for the following reasons:

- the poor condition of the property requires extensive and immediate remediation,
- the renovation and new construction will be a specific benefit to the community,
- the sale will eliminate blight,
- the sale will increase economic development, and
- the sale will increase real estate tax revenues from the property.

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.

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

AGENDA

BOARD OF ESTIMATES

5/19/2021

Department of Recreation and Parks - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 001 to Mahan Rykiel Associates, Inc., under Project No. 1317, On-Call Landscape Architectural Design Services. The duration of this task is 18 months.

AMOUNT OF MONEY AND SOURCE:

\$388,749.75 – 9938-906122-9474-900000-703032

BACKGROUND/EXPLANATION:

This task will include design services for CC Jackson Park Phase II.

MBE/WBE PARTICIPATION:

Mahan Rykiel Associates, Inc. will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals established in the original agreement which are:

MBE: 19%

WBE: 14%

The Consultant has achieved 18.26% of the MBE goal at this time. However, they have enough capacity to meet the remaining goal. The Consultant has achieved 20.11% of the WBE goal.

AGENDA

BOARD OF ESTIMATES

5/19/2021

Department of Recreation and Parks – cont'd

THE EAR WAS APPROVED BY MWBOO ON APRIL 13, 2021.

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$400,000.00	9938-905122-9475	9938-906122-9474
Pimlico LIA	CC Jackson Park	CC Jackson Park
	Expansion – Reserve	Expansion - Active

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1317, Task No. 001 to Mahan Rykiel Associates, Inc.

(In accordance with Charter requirements, a report has been requested from the Planning Commission, the Director of Finance having reported favorably thereon.)

AGENDA

BOARD OF ESTIMATES

5/19/2021

Department of Recreation and Parks - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 008 to Murphy & Dittenhafer, Inc., under Project No. 1314, On-Call Architectural Design Services. The duration of this task is six months.

AMOUNT OF MONEY AND SOURCE:

\$43,462.48 – 9938-914103-9474-000000-703032

BACKGROUND/EXPLANATION:

This task will include additional design services for Morrell Park Field House.

MBE/WBE PARTICIPATION:

Murphy & Dittenhafer, Inc. will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals established in the original agreement which are:

MBE: 28%

WBE: 20%

The Consultant has achieved 12.37% of the MBE goal at this time. However, they have enough capacity to meet the remaining goal. The Consultant has achieved 33.35% of the WBE goal at this time.

AGENDA

BOARD OF ESTIMATES

5/19/2021

Department of Recreation and Parks – cont'd

THE EAR WAS APPROVED BY MWBOO ON APRIL 14, 2021.

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$45,000.00 State (MD - Dept of GS)	9938-913013-9475 Morrell Park Improve- ments – Reserve	9938-914103-9474 Morrell Park Improve- ments - Active

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1314, Task No. 008 to Murphy & Dittenhafer, Inc.

(In accordance with Charter requirements, a report has been requested from the Planning Commission, the Director of Finance having reported favorably thereon.)

AGENDA

BOARD OF ESTIMATES

5/19/2021

Department of Audits – Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve an expenditure of funds to pay Yellowbook CPE, LLC for continued professional education training for the period June 21, 2021 through June 25, 2021.

AMOUNT OF MONEY AND SOURCE:

\$16,000.00 - 1001-000000-1310-157800-603020 (\$533.33 x 30 Auditors)

BACKGROUND/EXPLANATION:

Government Audit Standards require that each Auditor obtain 80 hours of continuing professional education every two years. The foregoing program is part of the Department of Audits' scheduled training for the Fiscal Year 2021.

Yellowbook-CPE LLC has provided the Department of Audits with a group discount for the scheduled training (24 continuing professional education hours) *Leading an Audit Project/Proofhub* held virtually from June 21, 2021 thru June 25, 2021.

APPROVED FOR FUNDS BY FINANCE

AGENDA

BOARD OF ESTIMATES

5/19/2021

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

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

- | | | |
|--|--------------|---------|
| 1. GEIGER PUMP AND
EQUIPMENT COMPANY | \$700,000.00 | Renewal |
| Contract No. 08000 – Moyno Pump Parts - Department of Public Works – P.O. No.: P539765 | | |

On June 7, 2017, the Board approved the initial award in the amount of \$750,000.00. The award contained two renewal options. On September 11, 2019, the Board approved an increase in the amount of \$750,000.00. On April 8, 2020, the Board approved the first renewal in the amount of \$300,000.00. This final renewal in the amount \$700,000.00 is for the period June 8, 2021 through June 7, 2022. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. This meets the requirement for certification as a sole source procurement.

- | | | |
|---|--------------|---------|
| 2. TELEMAGEMENT
TECHNOLOGIES, INC. | \$ 31,500.00 | Renewal |
| Contract No. B50004932 – Telecom Expense Management System – Municipal Telephone Exchange – P.O. No.: P539781 | | |

On June 7, 2017, the Board approved the initial award in the amount of \$111,600.00. The award contained two renewal options. On March 26, 2020, the Board approved the first renewal in the amount of \$24,000.00. This final renewal in the amount of \$31,500.00 is for the period June 19, 2021 through June 18, 2022. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On March 9, 2017, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON MARCH 9, 2017.

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| 3. <u>GROUP 1, 3 AND 4</u>
L/B WATER SERVICE, INC. |
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AGENDA

BOARD OF ESTIMATES

5/19/2021

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement – cont'd

GROUP 2

NEPTUNE TECHNOLOGY
GROUP, INC.

GROUP 5

MUELLER SYSTEMS, LLC

\$ 0.00

Renewal

Contract No. B50004918 – Supply of Water Meters – Department of Public Works –
Req. Nos.: P539814, P539815 and P539816

This meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

On June 14, 2017, the Board approved the initial award in the amount of \$10,000,000.00 to the listed vendors for Meter Groups, 1, 2, 3 and 5. The award contained three 1-year renewal options. Subsequent actions have been approved. On January 14, 2018, the Board approved award of Meter Group 4 (other than 12" Turbo Water Meters which were found not needed for the Department of Public Works requirements on further review) to L/B Water Service, Inc. This second renewal in the amount of \$0.00 is for the period June 1, 2021 through May 31, 2022, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On March 9, 2017, it was determined that no subcontracting goals would be set because of no opportunity to segment the contract. This contract is for the supply of water meters only and no services are to be provided.

MWBOO GRANTED A WAIVER ON MARCH 9, 2017.

AGENDA

BOARD OF ESTIMATES

5/19/2021

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement – cont'd

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|---|--------------|---------|
| 4. COLUMBIA TELECOMMUNICATIONS CORPORATION | \$500,000.00 | Renewal |
| Anne Arundel County Contract Number 17-036 – Engineering Services for County Telecommunications – Baltimore City Office of Information and Technology – P.O. No.: P543595 | | |

This meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

On April 25, 2018, the Board approved the initial award in the amount of \$175,000.00. The award contained five 1-year renewal options. Subsequent actions have been approved. This renewal in the amount of \$500,000.00 will provide for the continuation of engineering consulting, review, inspections, testing, assessment and services related to the Baltimore City Fiber and Broadband Strategy and Implementation Plan. The period of the award is June 1, 2020 through May 31, 2022, with one 1-year renewal option remaining.

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

MBE/WBE PARTICIPATION:

On March 28, 2018, MWBOO waived the goals after determining there are no feasible subcontracting opportunities.

MWBOO GRANTED A WAIVER ON MARCH 28, 2018.

- | | | |
|--|---------|--------------------------|
| 5. ECUBE LABS CO. | \$ 0.00 | Ratification and Renewal |
| Contract No. B50005128 – Solar Trash Compacting Stations and Companion Recycling Stations – Department of Public Works – Bureau of Solid Waste – P.O. No.: P542773 | | |

AGENDA

BOARD OF ESTIMATES

5/19/2021

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement – cont'd

On January 24, 2018, the Board approved the initial award in the amount of \$15,048,753.69. The award contained four 1-year renewal options. The ratification is a result of spending from the continuous use of the contract pending the approval of the renewal option. The period of the ratification is January 8, 2021 through May 31, 2021. The period of the renewal is June 1, 2021 through January 7, 2022, with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

On July 6, 2017, MWBOO set goals of 5% MBE and 2% WBE. On April 26, 2021, Ecube Labs, Co. was given a non-compliant status with an approved plan to use a new identified certified WBE Contractor that is already working on the contract and has demonstrated a good faith effort to meet the compliance goals for the WBE. The Vendor has exceeded MBE goal utilization.

	<u>Commitment</u>	<u>Performed</u>	
MBE: Green Job Works	5%	\$92,821.61	7.31%
WBE: PEER Consultants, P.C.	2%	\$ 0.00	0%
Carcat Management Partners	<u>2%</u>	<u>7,182.36</u>	<u>0.57%</u>
	4%	\$ 7,182.36	0.57%

Prime Contractor exceeded the goals for the MBE but fell short of the WBE goals on this contract. During the review, it was found that Ecube Labs Co. could not utilize PEER Consultants, P.C. (and they concurred), that they were unable to perform their

AGENDA

BOARD OF ESTIMATES

5/19/2021

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement – cont'd

maintenance agreements because they were shutting down their field working division and focusing solely on consultation. Although Ecube Labs Co. actively sought to replace the WBE, they failed to inform the office until the new WBE, Carcat Management Partners already performed 2/3 of the work sectioned out for the job. Unfortunately, MWBOO cannot give credit to Ecube Labs Co. for this substitution because they did not follow the proper protocols for replacing their WBE and they are still shy of the 2% goal for WBE participation on this contract. However, it is the recommendation that they be given a non-compliant status with an approved plan because they have identified a new certified WBE that is already working on the contract, and have demonstrated a good faith effort to meet the compliance goals for the WBE despite not substituting them properly and falling short of the goal. Ecube Labs Co. has since rectified the substitution of PEER Consultants with Carcat Management Partners and will be given credit for utilization moving forward. The above amount is the City's estimated requirement.

MWBOO FOUND VENDOR IN NON-COMPLIANCE ON APRIL 26, 2021.

- | | | |
|--|--------------|---------|
| 6. ATLANTIC EMERGENCY SOLUTIONS, INC. | \$ 50,000.00 | Renewal |
| Montgomery County Contract No. #1110661 – Fire Department Tools, Equipment, Hoses and Appliances – Baltimore Fire Department – Req. No.: R863382 | | |

On December 23, 2020, the Board approved the initial award in the amount of \$50,000.00. The award contained two 1-year renewal options. Baltimore City Fire Department will be purchasing specialized tools, appliances, ladders, and hose from a competitively bid, cooperative contract agreement number #1110661 by Montgomery County. The period of the award is March 31, 2021 through March 30, 2022, with one 1-year renewal option remaining.

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

AGENDA

BOARD OF ESTIMATES

5/19/2021

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement – cont'd

MBE/WBE PARTICIPATION:

On December 5, 2020, it was determined that no goals would be set because of no opportunity to segment the contract. This is a commodity purchase from an authorized dealer who is required to provide associated pre-delivery inspection and warranty repairs.

MWBOO GRANTED A WAIVER ON DECEMBER 5, 2020.

7. HIGHLANDER CONTRACTING
COMPANY, LLC
SCD INFORMATION TECHNOLOGY
LLC

\$2,000,000.00

Renewal

Contract No. B50004854 – Copper Cable Installation, Maintenance and Repair Services – Baltimore City Office of Information and Technology – P.O. Nos.: P539216, P539217 and P539218

On April 12, 2017, the Board approved the initial award to three Vendors in the amount of \$1,000,000.00. The award contained two renewal options. Subsequent actions have been approved. The third awardee Technical Specialties, Inc. was found not in compliance by MWBOO on April 21, 2021, due to not properly utilizing MBE/WBE sub contractors and is not recommended for the renewal of the contract. This final renewal is for the period April 25, 2021 through April 24, 2022, with no renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On December 12, 2016, MWBOO set goals of 15% MBE and 5% WBE. On April 21, 2021, MWBOO found Highlander Contracting Company, LLC in non-compliance, but making a good faith effort. SCD Information Technology, LLC was found in non-compliance with a conciliation recommendation from MWBOO to ensure MBE/WBE utilization.

AGENDA

BOARD OF ESTIMATES

5/19/2021

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement – cont'd

Highlander Contracting Company

MBE: Paniagua's Enterprises, Inc.	15%	\$ 0.00	0%
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WBE: Linkit, LLC.	5%	\$ 0.00	0%
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According to Highlander Contracting Company, they have only received one work order during the compliance period of April 25, 2020 through January 15, 2021 for \$3,560.00. It is impossible for them to utilize their subcontractors if they only receive one work order for such a paltry amount during the compliance period. They also contend that this has been the same issue they have had since the contract began in 2017. The shortfall is due to the way the contract is written. Although Highlander is one of three primes on this contract, they must bid every work order. If they are not the lowest bidder, they do not get the opportunity to service the contract.

MWBOO FOUND VENDOR IN NON-COMPLIANCE ON APRIL 21, 2021.

SCD Information Technology, Inc.

	<u>Commitment</u>	<u>Performed</u>	
MBE: Crawford Technical Services, Inc.	15%	\$ 0.00	0%
WBE: McEnroe Voice and Data Corporation	5%	\$1,130.01	45.60%

According to SCD Information Technology, they have only completed two work orders for approximately \$8,660.82 and have only been paid \$2,478.00 from the City for that work completed during the compliance period of April 25, 2020 through January 15, 2021. It is impossible for SCD Information Technology, Inc. to utilize their subcontractors if they only received such a paltry amount during the compliance period. This shortfall is due to the way the contract is written. Although SCD Information Technology is one of three primes on this contract, they must bid every

AGENDA

BOARD OF ESTIMATES

5/19/2021

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement – cont'd

work order. If they are not lowest bidder, they do not get the opportunity to service the contract.

MWBOO FOUND VENDOR IN NON-COMPLIANCE ON APRIL 21, 2021.

- | | | | |
|----|--|---------------------|----------------|
| 8. | <u>LION TOTAL CARE, INC.</u> | <u>\$500,000.00</u> | <u>Renewal</u> |
| | Baltimore County Contract No. #1540 – Firefighter Turnout Gear Repair and Cleaning – Baltimore Fire Department – P.O. No.: P541907 | | |

This meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

On December 6, 2017, the Board approved the initial award in the amount of \$1,500,000.00. The award contained three renewal options. Subsequent actions have been approved. This final renewal in the amount of \$500,000.00 is for the period April 18, 2021 through April 17, 2022. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

On September 29, 2017, MWBOO set goals of 1% MBE and 1% WBE. On April 25, 2021, MWBOO found the supplier in compliance.

	<u>Commitment</u>	<u>Performed</u>	
MBE: Sue Ann's Office Supply	1%	\$7,493.04	1.26%

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INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement – cont'd

WBE: Fitch Dustdown Company	1%	\$7,163.42	1.20%
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MWBOO FOUND VENDOR IN COMPLIANCE ON APRIL 25, 2021.

9. MARTINS, INC.	\$ 68,898.00	Ratification and Renewal
	<u>5,000,000.00</u>	
	<u>\$5,068,898.00</u>	

Contract No. B50004928 – Summer Food Services Program – Department of Housing and Community Development – P.O. No.: P539660

On May 31, 2017, the Board approved the initial award in the amount of \$1,364,800.00. The award contained three 1-year renewal options. Subsequent actions have been approved. The period of the ratification is September 2, 2020 through May 18, 2021. The period of the renewal is March 19, 2021 through September 1, 2022, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On May 3, 2017, MWBOO set goals of 14% MBE and 9% WBE. On April 21, 2021, MWBOO found Martin's Inc. in compliance.

	<u>Commitment</u>	<u>Performed</u>	
MBE: Class Act Café and Catering Inc.	16%	\$218,680.39	16.05%
WBE: MR Enterprises	2.25%	\$ 99,371.91	7.29%
Shalom Catering Corporation	<u>7.05%</u>	<u>284,151.70</u>	<u>20.85%</u>
	9.3%	<u>\$383,523.61</u>	28.14%

MWBOO FOUND VENDOR IN COMPLIANCE ON APRIL 21, 2021.

10. KOLS CONTAINERS	\$139,666.40	Increase
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Contract No. 06000 – Sample Containers for Collection of NPDES Sampling – Department of Public Works – Water and Wastewater – P.O. No.: P552865

AGENDA

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<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement – cont'd

This meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

On November 4, 2020, the Board approved the initial award in the amount of \$40,333.60. The award contained three 1-year renewal options. This increase in the amount of \$139,666.40 is necessary to pay for additional sample containers required for all three wastewater treatment plants and also for pollution control as mandated by State and Federal regulations. On the original approval, enough funds were not requested to cover entire requirements. The contract expires on November 8, 2023, with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On May 3, 2021, it was determined that this is a commodity purchase. No segmentation opportunity exists.

MWBOO GRANTED A WAIVER ON MAY 3, 2021.

11. CLEAN HARBORS
ENVIRONMENTAL SERVICES
INC. \$ 245,000.00 Cooperative Agreement
Anne Arundel County Contract No. SSF2100113 – Household Hazardous Waste:
Collection and Disposal Services – Department of Public Works – Bureau of Solid
Waste – Req. No.: R872072

This meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

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<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement – cont'd

The Board is requested to approve and authorize execution of a Cooperative Agreement with Clean Harbors Environmental Services, Inc. The period of the agreement is May 19, 2021 to December 31, 2021 with four 1-year renewal options.

The Department of Public Works, Bureau of Solid Waste is seeking services for collection, transportation, and processing of various items of Household Hazardous Waste for the Sisson Street residential drop-off center. The Vendor will provide services. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

Not applicable. This is a cooperative contract. Pursuant to Baltimore City Code, Article 5, Subtitle 28, the contract requires the Vendor to make every good faith effort to utilize Minority and Women's Business Enterprises as subcontractors and suppliers, whenever possible, if subcontractors are used.

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

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|---|---------|-----------|
| 12. HOMESERVE USA,
CORPORATION | \$ 0.00 | Extension |
| Contract No. B50003190 – Residential Water and Sewer Service Line Protection Program – Department of Public Works – P.O. No.: P527649 | | |

On May 28, 2014, the Board approved the initial award in the amount of \$0.00. The award contained three renewal options. Subsequent actions have been approved and three renewals have been exercised. The contract provides Residential Water and Sewer Service Line Protection at a fee to City residents for repairs on residents' property. The coverage for repairs extends from the resident's property to the City's point of responsibility. This extension will provide time for further evaluation of the

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Bureau of Procurement – cont'd

current program performance metrics and the existing contract. The Bureau of Procurement will collaborate with the Department of Public Works to help facilitate updated detail specifications to allow for competitive bidding process.

MBE/WBE PARTICIPATION:

On November 4, 2013, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON NOVEMBER 4, 2013.

13. INDUSTRIAL ORGANIZATIONAL

SOLUTIONS, INC. d/b/a I/O

<u>SOLUTIONS</u>	<u>\$ 95,000.00</u>	<u>Extension</u>
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Contract No. B50002313 – Police Fire Exam Consultant Services – Department of Human Resources – P.O. No.: P520454

On June 6, 2012, the Board approved the initial award in the amount of \$64,310.00. The award contained two renewal options. Subsequent actions have been approved and two renewals have been exercised. A six-month extension is necessary to maintain continuity of testing services for Battalion Chief, Lieutenant, Fire Emergency Driver, Fire Pump Operator, Battalion Chief EMS, Captain and Lieutenant EM for the Fire Department. These tests and results will conclude near the end of the year. Currently, proposals are being evaluated in response to B50005926 for a new Police and Fire Exam Consultant. The selected firm will provide testing services for the Police and Fire Departments. The period of the extension is June 1, 2021 through December 31, 2021. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On December 14, 2011, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON DECEMBER 14, 2011.

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<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement – cont'd

14. MGT CONSULTING

GROUP	\$ 50,000.0	Extension
Contract No. B50005835 – City of Baltimore and HABC Disparity Study – Housing Authority of Baltimore City, Law Department – P.O. No.: P552183		

On June 10, 2020, the Board approved the initial award in the amount of \$665,135.00. This extension in the amount of \$50,000.00 is necessary as the start date for the Disparity Study was delayed due to the beginning of COVID-19. This extension is necessary to continue and complete the study. The period of the extension is June 10, 2021 through February 28, 2022. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On November 27, 2019, MWBOO set goals of 20% MBE AND 13% WBE. MGT Consulting Group was found in compliance on April 12, 2021.

	<u>Commitment</u>	<u>Performed</u>
MBE: Walker Benefit Services	22%	\$0.00
WBE: Chrysalis Collaborations LLC	13%	\$0.00

No payments have been made to the Prime Contractor since the start of the contract. The work segmentation for the MBE and WBE subcontractor is scheduled to begin July 2021. Therefore, compliance performance will be evaluated when the Disparity Study is complete. The Prime Contractor was compliant at the time of bidding and therefore remains in compliance since no payment for performance has been issued at this time. This contract is being extended to complete the data analysis and anecdotal requirements mandated for this study.

MWBOO FOUND VENDOR IN COMPLIANCE ON APRIL 12, 2021.

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<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement – cont'd

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|---|--------|-----------|
| 15. FIRELINE CORPORATION | \$0.00 | Extension |
| Contract No. B50004301 – Repairs and Maintenance of Electronic Fire Alarm System – Dept. of General Services – P.O. No. P533698 | | |

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

An extension is being requested to continue services forward while a new solicitation is advertised, evaluated and awarded.

On November 18, 2015, the Board approved the initial award for the amount of \$300,000.00. Subsequent actions have been approved and three renewal options have been exercised. On December 23, 2020, the Board approved an extension at no additional cost.

The Board is requested to approve an extension to cover the period of May 1, 2021 through October 31, 2021 at no additional cost.

MBE/WBE PARTICIPATION:

On September 9, 2015, it was determined that no goals would be set because of no opportunity to segment the contract. Each call is a unique, self-contained service, and is of short duration, usually performed by a single technician. Fireline is a City-certified WBE.

MWBOO GRANTED A WAIVER ON SEPTEMBER 9, 2015.

- | | | |
|---|--------------|-----------|
| 16. C.N. ROBINSON LIGHTING
SUPPLY COMPANY | \$150,000.00 | Extension |
| Baltimore Regional Cooperative Purchasing Committee (BRCPC) Contract
Number 15-021 – Lamps and Ballasts, Large and Specialty – Agencies Citywide –
P.O. No. P531583 | | |

The Board is requested to approve the extension. This is a specialty cooperative contract through the Baltimore Regional Cooperative Purchasing Committee (BRCPC) with Anne Arundel County as the lead agency.

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<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement – cont'd

On June 3, 2015, the Board approved the initial award for the amount of \$300,000.00. Subsequent actions have been approved and four renewal options have been exercised. On June 17, 2020, the Board approved an extension for the amount of \$150,000.00.

The Board is requested to approve an extension of the specialty cooperative contract through the BRCP with Anne Arundel County as the lead agency to cover the period of May 1, 2021 through April 30, 2022.

MBE/WBE PARTICIPATION:

On May 14, 2015, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON MAY 14, 2015.

- | | | |
|--|--------|-----------|
| 17. WM RECYCLE AMERICA,
L.L.C. | \$0.00 | Extension |
| Contract Number B50004514 - Single Stream Recycling – Dept. of Public Works,
Bureau of Solid Waste – P.O. No. P535575 | | |

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

The Department of Public Works is currently working with the Law Department to finalize a new agreement. This extension will allow the agency to get services covered by the existing contract until the new Single Stream Recycling contract is presented to the Board.

On May 18, 2016, the Board approved the initial award for the amount \$904,560.00. Subsequent actions have been approved and three renewal options were exercised. On March 11, 2020, the Board approved the Fourth Amendment and fourth renewal for the amount of \$400,000.00.

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<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement – cont'd

The Board is requested to approve an extension at no additional cost to cover the period of June 1, 2021 through December 31, 2021.

MBE/WBE PARTICIPATION:

On December 1, 2015, it was determined that no goals would be set because of no opportunity to segment the contract. There is only one certified MBE/WBE recycling vendor, and the work cannot be segmented. DPW collects and delivers the recyclable materials to the vendor's facility.

MWBOO GRANTED A WAIVER ON DECEMBER 1, 2015.

18. AL PACKER, INC.

HARBOR TRUCK SALES AND SERVICE, INC.
t/a BALTIMORE FREIGHTLINER

C&W BODY AND FENDER SHOP, INC.

LINTHICUM-FERNDAL AUTO BODY, INC.

R&E BODY & PAINT, INC. t/a MAACO

WADDELL'S CUSTOMS LLC

BELTWAY INTERNATIONAL, LLC

BEAVER'S AUTO BODY REPAIR CENTER, INC.

HERMAN BORN & SONS, INCORPORATED

LORD'S COLLISION EXPERTS, INC.

THE MIDDLETON & MEADS COMPANY	\$0.00	Extension
Contract Number B50005206 - OEM and Aftermarket Parts and Repair Services - Body Shop – Dept. of General Services – Fleet Mgmt. P.O. Nos. P543442- P543450, P543452 & P543553		

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<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement – cont'd

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

On April 11, 2018, the Board approved the initial award in the amount of \$15,000,000.00.

The Board is requested to approve an extension of the current contract to allow for the time needed to initiate the competitive bidding process to get a new contract awarded and to maintain the continuity of services covered by the existing contract. The current contract expired on April 30, 2021. The extension will cover the period of May 1, 2021 through December 31, 2021.

MBE/WBE PARTICIPATION:

On June 13, 2017, MWBOO set goals of 3% MBE and 1% WBE. A compliance review was submitted on February 2, 2021 and completed on April 29, 2021. Beaver's Auto Body Repair Center, Inc., Al Packer, Inc., Herman Born & Sons, Incorporated and R&E Body & Paint, Inc. t/a Maaco were found compliant. Waddell's Customs, LLC, Beltway International, LLC, Linthicum-Ferndale Auto Body Inc., Lord's Collision Experts, Inc., and The Middleton & Meads Company were found compliant by good faith effort.

Harbor Truck Sales & Service, Inc. t/a Baltimore Freightliner and C&W Body and Fender Shop, Inc., were found non-compliant with conciliation recommendation. Caliber Collision was found non-compliant and will not be extended.

	<u>Commitment</u>	<u>Performed</u>	
<u>Al Packer, Inc.</u>			
MBE: Millennium Auto Parts and Services	1.5%	\$ 7,175.00	(1.08%)
AJ Stationers	<u>1.5%</u>	<u>24,596.57</u>	<u>(3.72%)</u>
	3.00%	\$31,771.57	(4.80%)

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Bureau of Procurement – cont'd

	<u>Commitment</u>	<u>Performed</u>	
WBE: Viking Chemicals	.50%	\$10,443.75	(1.60%)
Doug's Auto Recycling	.50%	16,245.50	(2.45%)
	1.00%	\$26,689.25	(4.05%)

Millennium Auto Parts and Services (Millennium) went out of business and that is why they have failed to meet compliance. However, they have met and even exceeded the goals with the other subs. They have agreed to replace Millennium with another MBE and will ensure compliance for the next review period.

MWBOO FOUND THE VENDOR IN COMPLIANCE ON APRIL 28, 2021.

MBE/WBE PARTICIPATION:

	<u>Commitment</u>	<u>Performed</u>	
Harbor Truck Sales and Service, Inc. <u>t/a Baltimore Freightliner</u>			
MBE: Millennium Auto Parts and Services	9%	\$ 0.00	(0.00%)
Fire Safety Company	6%	6,742.82	(3.28%)
	15%	\$6,742.82	(3.28%)
WBE: Viking Chemicals, Inc.	5%	\$11,100.72	(5.40%)
ROBNET, Inc.	1%	1,194.26	(.58%)
	6%	\$12,294.98	(5.98%)

According to Baltimore Freightliner, they were unable to reach the goal with Millennium because they went out of business. They also contend that they fell short of the goals with ROBNET, Inc. and Fire Safety Company because they were not sending people out for a period of time during the COVID-19 pandemic. They were able to exceed the goals with Viking Chemicals, Inc.. Baltimore Freightliner has agreed to replace Millennium with another certified MBE, Brooklyn Progressive, and

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Bureau of Procurement – cont'd

will ensure compliance for the next review period by submitting a monthly subcontractor payment report to our office.

MWBOO FOUND THE VENDOR IN NON-COMPLIANCE ON APRIL 28, 2021 WITH A CONCILIATION RECOMMENDATION FROM MWBOO TO ENSURE MBE/WBE UTILIZATION.

MBE/WBE PARTICIPATION:

	<u>Commitment</u>	<u>Performed</u>	
<u>C&W Body and Fender Shop, Inc.</u>			
MBE: Brooklyn Progressive Auto Paint Group, Inc.	1.0%	\$3,639.92	(0.4%)
L&J Waste Recycling	0.75%	0.00	(0%)
Millennium Auto Parts and Services*	1.25%	700.00	(0.1%)
	3.0%	\$4,339.92	(0.5%)
WBE: Morgan Construction Services, Inc*	0.25%	\$ 0.00	(0%)
Doug's Auto Recycling, Inc*	0.75%	79.50	(0.01%)
	1%	\$ 79.50	(0.01%)

* Out of business. Prime did submit new Statements of Intent. This review was conducted under the previous process of creating conciliation plans for all prime contractors deemed non-compliant.

MWBOO FOUND THE VENDOR IN NON-COMPLIANCE ON APRIL 28, 2021 WITH A CONCILIATION RECOMMENDATION FROM MWBOO TO ENSURE MBE/WBE UTILIZATION.

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<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement – cont'd

MBE/WBE PARTICIPATION:

	<u>Commitment</u>	<u>Performed</u>	
<u>Linthicum-Ferndale Auto Body, Inc.</u>			
MBE: L&J Waste Recycling*	3.0%	\$ 2,284.45	(1.5%)
WBE: Fireline Corporation	0.5%	\$ 3,619.79	(2.4%)
Robnet	<u>0.5%</u>	<u>336.50</u>	<u>(.2%)</u>
	1.0%	\$ 3,956.29	(2.6%)

**MWBOO FOUND THE VENDOR IN COMPLIANCE ON APRIL 28, 2021.
(GOOD FAITH EFFORT)**

*There was an incident that resulted in a court decision in 2020, where the prime was owed money from L&J Waste Recycling. New Statements of Intent were submitted.

R&E Body & Paint, Inc. t/a MAACO

MBE: Brooklyn Progressive Group	3%	\$37,214.74	(4.2%)
WBE: Doug's Auto Parts	1%	\$18,240.00	(2.1%)

MWBOO FOUND THE VENDOR IN COMPLIANCE ON APRIL 28, 2021.

MBE/WBE PARTICIPATION:

	<u>Commitment</u>	<u>Performed</u>	
<u>Waddell's Customs, LLC</u>			
MBE: McDel Enterprises, Inc.	1.5%	\$2,850.00	(.62%)
Millennium Auto Parts and Services	<u>1.5%</u>	<u>0.00</u>	<u>(0%)</u>
	3.0%	\$2,850.00	(0.62%)

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Bureau of Procurement – cont'd

WBE: Doug's Auto Parts	1%	\$8,400.00	(1.83%)
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Millennium went out of business and that is why they were not utilized. McDel Enterprises, Inc. was closed for a period of time during COVID but Waddell's Customs, LLC contends that they made a good faith effort by giving all of the remaining city towing work to them to try to make up for the missed work but the circumstances were beyond their control. In addition, Waddell's Customs, LLC is a certified MBE/WBE and they self-performed 50% of the contract. They have agreed to replace Millennium with another MBE to ensure compliance for the next review period.

**MWBOO FOUND THE VENDOR IN COMPLIANCE ON APRIL 28, 2021.
(GOOD FAITH EFFORT).**

Beltway International, LLC

MBE: Millennium Auto Parts and Services	3%	\$ 1,700.00	(.51%)
WBE: ROBNET, Inc.	.50%	\$ 9,187.99	(2.77%)
Chesapeake Wiper & Supply, Inc.	.50%	1,075.53	(.32%)
	1.00%	\$10,263.52	(3.09%)

It is the assertion of Beltway International, LLC that they tried to order parts from Millennium on numerous occasions, but they often did not have the parts they needed. During the contract, Millennium went out of business. MWBOO tried to find out a forwarding address for the business, but the owner never responded to e-mails except to agree on the total that Beltway International, LLC paid them during the compliance period. As for Chesapeake Wiper & Supply, Inc., Beltway International, LLC did not realize that they had not used them on the contract, and it was a simple oversight. Beltway International, LLC has agreed to replace Millennium with another qualified MBE and will continue to utilize ROBNET, Inc. and Chesapeake Wiper & Supply, Inc. according to the goals listed on the contract. They will be required to submit monthly payments to ensure they are remaining in compliance.

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<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement – cont'd

**MWBOO FOUND THE VENDOR IN COMPLIANCE ON APRIL 28, 2021.
(GOOD FAITH EFFORT)**

	<u>Commitment</u>	<u>Performed</u>
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Beaver's Auto Body Repair Center, Inc.

MBE: Chavis Enterprises, LLC.	.50%	\$120,422.68	(44.97%)
ROBNET, Inc.	.25%	3,341.47	(1.25%)
Fitch Co.	.25%	317.64	(.12%)
Chesapeake Wiper & Supply, Inc.	.50%	3,579.50	(1.34%)
Ackerman and Baynes, LLC.	.25%	532.65	(.20%)
Millennium Auto Parts and Services	.25%	1,300.00	(.49%)
Silverback, LLC.	.75%	3,827.87	(1.43%)
	2.75%	\$133,321.81	(48.46%)

WBE: Brooklyn Progressive Group	1.00%	\$46,021.26	(17.18%)
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Beaver's Auto Body Repair Center, Inc. exceeded the goals with almost all subcontractors on this contract except for Ackerman & Baynes, LLC Fitch Co. and Superior Auto Sprinkler (Superior). According to Beaver's, they are working with Ackerman & Baynes, LLC to get the correct products and they contend that they have called Superior numerous times. Each time they tell them that they do not do what is needed for the fire extinguisher service. Millennium has closed. Therefore, it is necessary that Beaver Auto Body Repair Center, Inc. substitute both Millennium and Superior with another certified subcontractor in the MWBOO directory. Beaver Auto Body Repair Center, Inc. will be required to submit subcontractor monthly payments to ensure they are remaining in compliance.

MWBOO FOUND THE VENDOR IN COMPLIANCE ON APRIL 28, 2021.

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MBE/WBE PARTICIPATION:

	<u>Commitment</u>	<u>Performed</u>	
<u>Herman Born & Sons, Incorporated</u>			
MBE: Brooklyn Progressive Auto Paint Group, Inc.	.75%	\$23,143.06	(14.9%)
Love's Cleaning Service	2.0%	10,726.50	(6.9%)
My Car Wash	<u>0.25%</u>	<u>2,704.85</u>	<u>(1.7%)</u>
	3.0%	\$35,574.41	(23.5%)
WBE: Millennium 2 Auto Glass	.75%	\$20,990.27	(13.6%)
ROBNET, Inc.	<u>0.25%</u>	<u>11,577.25</u>	<u>(7.5%)</u>
	1.0%	\$35,567.52	(21.1%)

My Car Wash no is longer certified. MWBOO suggested the prime remove or replace My Car Wash and informed that uncertified MBE/WBE partners cannot be counted towards participation.

MWBOO FOUND THE VENDOR IN COMPLIANCE ON APRIL 28, 2021.

Lord's Collision Experts, Inc.

	<u>Commitment</u>	<u>Performed</u>	
MBE: Brooklyn Progressive Auto Paint Group, Inc.	2.5%	\$95,268.00	(15.97%)
Eclipse Tinting Services	<u>0.5%</u>	<u>1,432.00</u>	<u>(.24%)</u>
	3.0%	\$96,700.00	(16.21%)
WBE: Rag Lady	1.0%	\$1,013.00	(0.17%)

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<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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**MWBOO FOUND THE VENDOR IN COMPLIANCE ON APRIL 28, 2021.
(GOOD FAITH EFFORT).**

Prime exceeded the MBE goal, but did not meet the WBE goal due to limited need for the supplies that are typically purchased from the WBE firm.

MBE/WBE PARTICIPATION:

	<u>Commitment</u>	<u>Performed</u>	
<u>The Middleton & Meads Company</u>			
MBE: Millennium Auto Parts and Services*	3%	\$ 3,080.10	(0.71%)
WBE: Rag Lady	0.5%	\$14,708.00	(3%)
Maryland Chemical Company	<u>0.5%</u>	<u>953.50</u>	<u>(0.22%)</u>
	1.0%	\$15,661.50	(3.22%)

*Out of business.

Prime plans to submit new Statements of Intent to replace Millennium. Prime exceeded WBE goal but failed to meet MBE goal.

**MWBOO FOUND THE VENDOR IN COMPLIANCE ON APRIL 28, 2021.
(GOOD FAITH EFFORT).**

19. P2 CLEANING SERVICES, LLC
EVERGREEN LANDSCAPE
& DESIGN CORPORATION

	<u>\$2,000,000.00</u>	<u>Renewal</u>
Contract No. B50004830 – Mowing and Debris Removal for Vacant Lots & Abandoned Properties II – Department of Public Works, Bureau of Solid Waste – P.O. Nos.: P539348 and P545367		

On April 26, 2017, the Board approved the initial award in the amount of \$1,366,120.00. The award contained three renewal options. Subsequent actions

AGENDA

BOARD OF ESTIMATES

5/19/2021

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement – cont'd

have been approved. This final renewal in the amount of \$2,000,000.00 is for the period April 25, 2012 through April 24, 2022. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On October 20, 2016, MWBOO set goals for 27% MBE and 9% WBE. On May 4, 2021, P2 Cleaning and Evergreen Landscape & Design were found in compliance.

P2 Cleaning Services, LLC

	<u>Commitment</u>	<u>Performed</u>	
MBE: P2 Cleaning Services LLC*	27%	\$131,121.45	17.84%
WBE: Tote-It	9%	\$73,750.00	10.03%

*Indicates self-performance. COVID-19 impacted 2020 performance due to public restrictions at various locations. Good faith effort is being applied because prime contractor demonstrated utilization of both MBE and WBE. Goals were exceeded for WBE.

MWBOO FOUND VENDOR IN COMPLIANCE ON MAY 4, 2021.

Evergreen Landscaping & Design Corporation

	<u>Commitment</u>	<u>Performed</u>	
MBE: Grass Roots Landscaping	27%	\$213,860.00	25.24%
WBE: Upper Management LLC	9%	\$ 82,060.00	9.68%

Good faith effort is being applied because prime contractor demonstrated utilization of both MBE and WBE. Goals were exceeded for WBE.

AGENDA

BOARD OF ESTIMATES

5/19/2021

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement – cont'd

MWBOO FOUND VENDOR IN COMPLIANCE ON MAY 4, 2021. (GOOD FAITH EFFORT).

- | | | |
|---|--------------|---------|
| 20. KLEIN'S TOWER
PLAZA, INC. | \$ 42,362.48 | Low Bid |
| Solicitation No. B50006204 – Medical Supplies – Health Department – Req. No.: R870621 | | |

Vendors were solicited by posting on CitiBuy. Four bids were received. The first and second lowest bidders did not bid all items and were deemed non-responsive. Therefore, the third lowest bidder being responsive and responsible is recommended for award.

MBE/WBE PARTICIPATION:

Not applicable. The requested award amount is below the MBE/WBE subcontracting threshold of \$50,000.00.

- | | | |
|--|----------------|---------|
| 21. FIRST POTOMAC ENVIRONMENTAL
CORP., INC.
JB CONTRACTING, INC.
C & W CONSTRUCTION COMPANY,
INC. | \$3,000,000.00 | Renewal |
| Contract No. B50004813 – Interior Renovation, Carpentry and Associated Trades – Department of General Services – P.O. Nos.: P538421, P538420 and P538422 | | |

On February 1, 2017 the Board approved the initial award in the amount of \$2,000,000.00. The award contained two renewal options. Subsequent actions have been approved. This final renewal in the amount of \$3,000,000.00 is for the period February 5, 2021 through February 4, 2022. The above amount is the City's estimated requirement.

AGENDA

BOARD OF ESTIMATES

5/19/2021

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

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

Bureau of Procurement – cont'd

MBE/WBE PARTICIPATION:

On October 20, 2016, MWBOO set goals of 27% MBE and 10% WBE. On February 21, 2021 C & W Construction Company, Inc. was found in compliance (good faith effort). First Potomac Environmental Corp., Inc. was found in non-compliance due to lack of work distribution from user agency. JB Contracting, Inc. was found in non-compliance with post-compliance requirement to user agency about contract work deliverables.

First Potomac Environmental Corp., Inc.

	<u>Commitment</u>	<u>Performed</u>	
MBE: First Potomac Environmental Corp., Inc.	25% (\$500,000.00)	\$364,909.88	18.24%*
UK Construction & Management LLC	27% (\$540,000.00)	\$ 87,728.75	16.2%
WBE: Baltimore Window Factory	10% (\$36,490.00)	\$ 12,376.92	3.39%**
NR2G, LLC.	10%***		

*Indicates self-performance.

The Prime who is a certified MBE was only awarded \$364,909.88 of work while on this contract. Another Prime (C & W Construction Company, Inc.) was awarded \$2,922,520.80 on the same contract. The Prime was non-compliant based on lack of work issued by the City which prevented the Vendor from planning the use of the MBE. The Prime was rarely called for work. MWBOO met with the agency and discussed the disparity.

AGENDA

BOARD OF ESTIMATES

5/19/2021

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

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

Bureau of Procurement – cont'd

**Baltimore Window Factory filed Articles of Dissolution with the State on September 11, 2018 and is no longer in business. The paid amount to the Baltimore Window Factory was previously reported to the City in October of 2018.

***NR2G, LLC was added to the contract to fulfill remaining WBE goals and executed a new Statement of Intent form on June 16, 2020.

MWBOO FOUND VENDOR IN COMPLIANCE ON JUNE 2, 2021 (GOOD FAITH EFFORT).

JB Contracting, Inc.

	<u>Commitment</u>	<u>Performed</u>
MBE: MD Partitions*	27%	0%
WBE: CDS Construction	10%	0%

On the previous review and this current review, the work issuance from user agency reflects most work being awarded to C&W Construction Company, Inc. If enough work would have been rendered to the Prime, there would have been opportunities to increase MBE/WBE participation. MWBOO is requiring user agency to reassess work distribution to reflect increased use of JB Contracting, Inc. within next six months up through the next review period. The projects that were completed did not fall under MD Partitions* scope. They install bathroom accessories, toilet partitions, metal lockers and other carpentry services involving Division 10. Therefore, they could not be used. MWBOO also recommended possible substitution of MBE since contract scope and specifications do not reflect the work related to MD Partitions*.

C & W Construction Company, Inc.

	<u>Commitment</u>	<u>Performed</u>
MBE: Young's Floor Service & Remodeling Co.	27%	\$192,062.76 26.99%

AGENDA

BOARD OF ESTIMATES

5/19/2021

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

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

Bureau of Procurement – cont'd

WBE: Capital Beltway Environmental LLC	2%	\$34,490.40	5.65%
P2 Cleaning Services, LLC	<u>2%</u>	<u>22,636.20</u>	<u>3.05%</u>
	4%	\$57,126.60	8.7%

On previous compliance review in June 2020, C&W Construction Company, Inc. was deemed non-compliant with an approved plan to increase MBE/WBE utilization. MWBOO has determined that C&W Construction Company, Inc. met the terms of previous conciliation agreement and demonstrated significant improvement with MBE/WBE utilization and goal increase for this current renewal compliance period.

MWBOO FOUND VENDOR IN COMPLIANCE ON FEBRUARY 21, 2021.

AGENDA

BOARD OF ESTIMATES

5/19/2021

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

* * * * *

The Board is requested to
approve award of
the formally advertised contracts
listed on the following pages:

89 - 91

to the low bidder meeting specifications,
or reject bids on those as indicated
for the reasons stated.

In connection with the Transfer of Funds,
pursuant to Charter provisions, a report has
been requested from the Planning
Commission, the Director of Finance
having reported favorably thereon.

AGENDA

BOARD OF ESTIMATES

5/19/2021

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation

1. TR 19007R, Curb Repair Citywide E&R Services, Inc. \$584,436.00

MBE/WBE PARTICIPATION:

MBE: E&R Services, Inc.*	\$105,198.48	18%
Machado Construction Co., Inc.	\$105,198.48	18%

WBE: Rowen Concrete, Inc.	\$ 75,967.58	13%
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*Indicates Self-Performance.

MWBOO FOUND VENDOR IN COMPLIANCE ON FEBRUARY 8, 2021.

2. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$250,000.00 State Const. Rev	9950-902465-9509 Construction Reserve Curb Repair Citywide	
401,323.20 GF(HUR)	9950-902465-9509 Curb Repair Citywide	
<u>\$651,323.20</u>		
584,436.00	-----	9950-905572-9508-6 Structure & Improvements
6,887.20	-----	9950-905572-9508-5 Inspections
<u>\$651,323.20</u>		

This transfer will fund the costs associated with the award of Project TR 19007R, Curb Repair Citywide with E & R Services, Inc. in the amount of \$584,436.00.

AGENDA

BOARD OF ESTIMATES

5/19/2021

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Public Works/Office
of Engineering and Construction

- | | | | |
|----|--|-------------------------------------|-----------------|
| 3. | SC 954, Primary
Settling Tanks Nos.
3 & 4, Rehabilitation
at the Back River Waste-
water Treatment Plant | Ulliman Schutte
Construction LLC | \$26,423,800.00 |
|----|--|-------------------------------------|-----------------|

MBE/WBE PARTICIPATION:

MWBOO SET GOALS OF 26% FOR MBE AND 6% FOR WBE.

MBE: Hi-Mark Construction Group, Inc.	\$4,900,000.00	18.54%
Arriba Mechanical, Inc.	1,500,000.00	5.67%
Apex Petroleum Corporation	75,000.00	0.28%
Spence Trucking, Inc.	500,000.00	1.89%
Total	\$6,975,000.00	26.38%
WBE: Roane's Rigging & Transfer Co., Inc.	\$ 845,000.00	3.19%
Digz Transport System, LLC	40,000.00	0.15%
Jernigan Concrete Pumping, Inc.	15,000.00	0.05%
Acorn Supply & Distributing, Inc.	335,000.00	1.26%
Rowen Concrete, Inc.	500,000.00	1.89%
Total	\$1,735,000.00	6.54%

MWBOO FOUND VENDOR IN COMPLIANCE ON NOVEMBER 13, 2020.

A SUPPLEMENTAL IN RESPONSE TO PROTEST WAS RECEIVED FROM ROBERT FULTON DASHIELL, ESQ. ON BEHALF OF ULLIMAN SCHUTTE CONSTRUCTION LLC.

A SUPPLEMENTAL TO PROTEST WAS RECEIVED FROM MILES & STOCKBRIDGE, P.C. ON BEHALF OF AMERICAN CONTRACTING & ENVIRONMENTAL SERVICES, INC.

AGENDA

BOARD OF ESTIMATES

5/19/2021

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Public Works/Office – cont'd
of Engineering and Construction

4. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 6,480,000.00 Wastewater Revenue Bond	9956-917051-9549 SC 954, Primary Tanks 3 & 4	
6,480,000.00 County Revenue	" "	
3,150,000.00 Wastewater Revenue Bond	9956-907661-9549 Primary Tank 3 & 4 Renovations	
3,150,000.00 County Revenue	" "	
4,638,852.00 Wastewater Revenue Bond	9956-933001-9549 Constr. Res. – Waste Water	
4,638,852.00 <u>County Revenue</u>	" "	
\$28,537,704.00	-----	9956-909569-9551-6 Construction

This transfer will cover construction costs for Contract No. SC 954, Primary Settling Tanks No. 3 & 4, Rehabilitation at the Back River Wastewater Treatment Plant.

AGENDA

BOARD OF ESTIMATES

5/19/2021

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

Office of the State's Attorney for Baltimore City

	<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
1.	Monique Mitchell Michele Lee	44 th Annual National Organization for Victim Assistance Training (NOVA) Event Jacksonville, FL August 18-24, 2018 (Reg. Fee \$430.00) each	Asset Forfeiture	\$ 887.82 \$1,838.80

Monique Mitchell and Michele Lee travelled to Jacksonville, FL to attend the 44th Annual National Organization for Victim Assistance Training, which addressed practical strategies and information to service victims of crime. The Board is requested to ratify the travel requests for Monique Mitchell for the amount of \$887.82 and Michele Lee for the amount of \$1,838.80.

The seminar registration fee for Monique Mitchell was paid using a City issued procurement card assigned to Ms. Timi Roberts. The airfare was paid using a City issued procurement card assigned to Ms. Robin Haskins. The subsistence rate for this location is \$144.00 per day as listed in AM-240-5-1. The hotel rate is \$159.00 per night, and the hotel taxes are \$20.67 per night. Ms. Mitchell shared a hotel room with Ms. Lee and all hotel fees and taxes were charged to Ms. Lee. Ms. Mitchell is requesting reimbursement in the amount of \$126.24 for meals. This request is late due to administrative delays and staffing priority changes. The agency apologizes for the delay.

MONIQUE MITCHELL

RATIFICATION

Airfare:	\$ 331.00
Registration:	430.00
Meals:	<u>126.24</u>
	\$ 887.82

REIMBURSEMENT

Paid via City issued procurement card	
Paid via City issued procurement card	
Meals:	<u>126.24</u>
	\$126.24

AGENDA

BOARD OF ESTIMATES

5/19/2021

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

Office of the State's Attorney for Baltimore City – cont'd

The seminar registration fee for Michele Lee was paid using a City issued procurement card assigned to Ms. Timi Roberts. The hotel fees and air fare were paid using a City issued procurement card assigned to Ms. Robin Haskins. The subsistence rate for this location is \$144.00 per day as listed in AM-240-5- 1. The hotel rate is \$159.00 per night, and the hotel taxes are \$20.67 per night. Ms. Lee shared a hotel room with Ms. Mitchell. However, all hotel fees were charged to Ms. Lee. Ms. Lee is requesting a reimbursement for the amount of \$178.87 for meals. This request is late due to administrative delays and staffing priority changes. The agency apologizes for the delay.

MICHELE LEE

RATIFICATION

Total Hotel Fees:	\$795.00
Total Hotel Taxes:	103.35
Airfare:	331.58
Registration:	430.00
Meals:	<u>178.87</u>
	\$1,838.80

REIMBURSEMENT

Paid via City issued procurement card	
Paid via City issued procurement card	
Paid via City issued procurement card	
Paid via City issued procurement card	
Meals:	<u>178.87</u>
	\$178.87

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

5/19/2021

Department of Human Resources – AM Policies for New Travel Policy

ACTION REQUESTED OF B/E:

The Board is requested to approved the listed Administrative Manual Policies concerning employee and Elected Official travel. These policies are effective upon Board approval.

- AM 239-1 Elected Officials' Business Expenses
- AM 239-1-1 Out-of-Town Travel by Elected Officials
- AM 239-1-2 Board of Estimates Approval for Third Party Funded Travel
- AM 240-1 Employee Travel Package Overview
- AM 240-2 Agency Head Approval
- AM 240-3 Board of Estimates Approval of Employee Travel
- AM 240-5 Subsistence Allowance
- AM 240-5-1 Subsistence Rates for High Rate Geographic Areas
- AM 240-6 Advance Funds/Reimbursement
- AM 240-7 Travel Within City Limits
- AM 240-8 Transportation Mode
- AM 240-9 Commercial Transportation
- AM 240-10 Employee-Owned Vehicle
- AM 240-11 Employee Expense Report
- AM 240-12 Executive Search Expenses

AMOUNT OF MONEY AND SOURCE:

There are no costs associated with these actions.

BACKGROUND/EXPLANATION:

The policies have been developed to add clarity and better reflect industry best practice in the administration of human resource functions.

The review and changes to the above-referenced are a result of concern about the clarity of guidance for Elected Officials. The City's interests are best served when guidelines and expectations pertaining to travel duties and responsibilities are clearly set forth for all City Officials and employees.


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AM-239-1

m ***Elected Officials' Business Expenses***

Meals and entertainment when City-related business is not conducted.
Dues and memberships in clubs organized for pleasure, recreation or social purposes.
This includes country clubs, golf and athletic clubs, airline clubs, hotel clubs and clubs that provide meals.
Expenses that are not directly related to or associated with City business.

ADVANCE OF BUSINESS EXPENSES

There are two situations in which elected officials may get an advance from their appropriated expense allowance.

1. Out-of-Town Travel by Elected Officials – See AM-239-1-1.
2. A newly elected official or an individual appointed to an elective position may request a one-time advance for getting started in office by providing an estimate of the amount and purpose of the advance required. If the advance is not fully spent within 60 days of the date of the advance, such difference must be returned and will be credited to the elected official's appropriated expense allocation. (Until this is done, no additional expenditure from the expense account will be allowed.)

ELECTED OFFICIALS' RESPONSIBILITIES

Account for all expenditures with appropriate receipts and/or credit card receipts.
Complete a monthly Expense Report (28-1448-5060) to identify all expenses including the identification of each business purpose for reimbursement within 60 days after the expenses were paid or incurred. See AM-240-11 for guidance on expense report completion. Required receipts must accompany the Employee Expense Report when submitted to the designated staff person in the appropriate office for processing.
Complete any and all business transactions for which reimbursement is sought and/or the appropriate closing-out of any advances on or before June 30th of each year.
Maintain an office file of all material submitted for processing.

PROCESSING PROCEDURES

The City Council President shall identify a staff member to provide assistance to City Council members and to coordinate the reimbursement for business expenses.

The Mayor and Comptroller shall each designate a staff member to coordinate and process reimbursement for each business expenses.


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AM-239-1

m ***Elected Officials' Business Expenses*****OVERVIEW OF BUSINESS EXPENSE ALLOCATION**

This policy affects elected officials who are appropriated annual amounts of funding for certain business expenses incurred in the execution of their offices. The amounts included for each elected official in the annual Ordinance of Estimates set the maximum amount of funds available for this purpose.

REQUIREMENTS

The elected official's expenses must have a business connection (i.e., individual must have paid or incurred deductible expenses while performing services as an employee of Mayor and City Council).

Elected officials must submit an account to the Mayor and City Council for these expenses within 60 calendar days after the expenses were paid or incurred.

Elected officials must return any excess reimbursement or allowance within 60 calendar days after the expenses were paid or incurred.

ALLOWABLE BUSINESS EXPENSES

City-related ordinary and necessary business expenses, including:

- Travel away from home.
- Mileage reimbursement for the use of elected official-owned vehicle plus parking and tolls.
- Telephone calls for City business. Local transportation.
- Registration for conferences directly related to the business of the elected official's office.
- Memberships in government-related associations.
- Meals and Entertainment.

The main purpose of combined business and entertainment must be the active conduct (discussion, meeting, negotiation) of City-related business with the expectation of some specific City-related benefit.

DISALLOWABLE EXPENSES

Sales Tax (Use the City's tax exemption number; See AM-303-2).
Alcoholic beverages.
Gifts or charitable contributions.
Political contributions and other political-related expenses.



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AM-239-1

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Elected Officials' Business Expenses

A request, and an Expense Report, signed by the elected official or his designee with required receipts attached, is to be sent for funding approval to the Department of Finance, Bureau of the Budget and Management Research, 469 City Hall, and then for payment to the Bureau of Accounting and Payroll Services, Accounts Payable Unit, 401 E. Fayette Street. The request, along with a copy of the Expense Report and all required receipts, shall be kept in the Office of the City Council President for all City Council members. For the Mayor's Office and the Office of the Comptroller, such a file shall be maintained in their respective offices.

RELATED POLICIES

- AM-239-1-1 Out-of-Town Travel by Elected Officials
- AM-239-1-2 Board of Estimates Approved for Travel Funded by Third Parties
- AM-240-5 Subsistence Allowance
- AM-240-5-1 High Rate Geographic Areas
- AM-240-7 Travel Within City Limits
- AM-240-8 Transportation Mode
- AM-240-9 Commercial Transportation
- AM-240-10 Employee-owned Vehicle
- AM-240-11 Employee Expense Report


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AM-239-1-1

*m Out-of-Town Travel by Elected Officials***OVERVIEW**

The City of Baltimore Expense Report (28-1448-5060) must be completed by elected officials for out-of-town business travel. Pre-registration for conferences and travel arrangements should be planned 30 days or more in advance of the departure date in order to maximize cost savings. If requesting advance travel funds, the form must be completed at least 20 calendar days prior to departure. If notice to travel is less than 20 calendar days, the submission does not require completion until the return from the trip, but advance funds will not be provided. All travel requests that exceed \$800 of expense must be filed with the Clerk of the Board of Estimates.

SUBSISTENCE RATE

The subsistence allowance is as set forth in AM-240-5, except for an area designated as a High Rate Geographic Area (HRGA). For listings of HRGAs, refer to AM-240-5-1. The subsistence allowance must be used to pay for the cost of the following items: lodging, food, gratuities or tips, local transportation at the conference site, and miscellaneous expenses such as dry cleaning. Original receipts are required for all lodging costs, conference registration and transportation. A copy of a credit card statement supporting reimbursement may suffice, if the elected official signs it and indicates that it is intended to substitute for the original.

ADVANCE TRAVEL FUNDS

An elected official may request funds for travel prior to the date of travel by submitting a completed travel request to the Department of Finance, Bureau of the Budget and Management Research (BBMR), for funding approval at least 20 calendar days before departure. BBMR will forward the travel package to the Bureau of Accounting and Payroll Services, Accounts Payable Unit, for a cash advance. A minimum of 10 work days should be allowed for processing.

TRAVEL UNDER \$800No Cash Advance

- Complete a travel request as soon as reasonable.
- Within 30 calendar days of the return from the trip, submit to BBMR for approval of funds the following: the completed Expense Report form attached and all of the required travel receipts.
- BBMR will forward the travel package to the Accounts Payable Unit to obtain the reimbursement.

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AM-239-1-1

m Out-of-Town Travel by Elected Officials

Cash Advance Required

- Complete a travel request.
- At least 20 calendar days before trip departure, submit the completed travel request to BBMR for approval.
- BBMR will forward the travel package to Accounts Payable Unit to provide a cash advance.
- Within 30 calendar days of returning from the trip, submit an Expense Report accounting for all required travel expenses and provide the required receipts to the Accounts Payable Unit.

TRAVEL OVER \$800 – Filing with the Clerk of the Board of Estimates Is Required.

Elected officials are required to file a completed travel request with the Clerk of the Board of Estimates at least 20 calendar days before trip departure. If not done, there can be no advance, but a filing is still required. Within 30 calendar days of returning from the trip, an Expense Report enumerating all travel expenses with the required receipts must be submitted.

The filing with the Board of Estimates must include a transmittal memo from the elected official that contains the travel dates, destination, purpose of the trip, and a statement certifying compliance with the subsistence rate in accordance with AM-240-5, Subsistence Allowance, and/or AM-240-5-1, Subsistence: High Rate Geographic Area.

The Clerk of the Board of Estimates will provide a date-stamped copy of the transmittal memo to the elected official.

No Cash Advance

- Complete a travel request.
- At least 20 calendar days before trip departure, file a transmittal memo with the Clerk of the Board of Estimates along with a completed travel request, as described above.
- Within 30 calendar days of return from the trip, submit the following to BBMR for approval of funds: the completed Expense Report, attaching all of the required receipts, and a copy of the transmittal memo showing the Clerk's date- stamp.
- BBMR will forward the travel package to the Accounts Payable Unit to obtain the reimbursement.

Cash Advance Required

- Complete a travel request.
- At least 20 calendar days before trip departure, file a transmittal memo with the Clerk of the Board of Estimates along with a completed travel request, as described above.
- At least 20 calendar days before trip departure, submit to BBMR for approval of funds


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AM-239-1-1

m Out-of-Town Travel by Elected Officials

the following: the completed travel request attached and a copy of the transmittal memo showing the Clerk's date-stamp.

- BBMR will forward the travel package to Accounts Payable Unit to provide an advance.
- Within 30 calendar days of returning from the trip, submit an Expense Report accounting for all required travel expenses and provide the required receipts to the Accounts Payable Unit.

FOR ALL ADVANCE TRAVEL FUNDS

Accountability – Upon return from the trip, the elected official must account for all expenditures required to be reported by submitting a memo containing the following information to the Accounts Payable Unit: the elected official's name, social security number, check number corresponding to the advance funds issued, and required receipts. A copy of a credit card statement supporting reimbursement may be accepted, if the elected official signs it and indicates that it is intended to substitute for the original.

Unexpended Funds - Unexpended travel funds must be accounted for and returned. Refunds are to be made only by check or money order to the Director of Finance, City of Baltimore. Cash should not be used. All returns of unexpended travel funds submitted to the Accounts Payable Unit will be deposited to the appropriate account from which advance travel funds were drawn.

Insufficient Funds - If the advance travel funding was insufficient to cover business expenses incurred during the trip, elected officials may seek reimbursement.

- Less than \$40 – Enter the amount on the monthly expense report with a brief explanation.
- More than \$40 – Submit an amended Travel Request form to the Board of Estimates for approval.

RELATED POLICIES

AM-240-2, AM-240-3, and AM-240-6 are not applicable to Elected Officials. The following sections are applicable to Elected Officials.

AM-240-5 Subsistence Allowance
AM-240-5-1 High Rate Geographic Areas
AM-240-7 Travel Within City Limits
AM-240-8 Transportation Mode
AM-240-9 Commercial Transportation
AM-240-10 Employee-owned Vehicle
AM-240-11 Employee Expense Report
AM-240-12 Executive Search Expenses



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AM-239-1-1

m Out-of-Town Travel by Elected Officials

SEE ALSO

AM-239-1 Elected Officials' Business Expenses
AM-239-1-2 Board of Estimates Approval for Travel
Funded by Third Parties

a **Board of Estimates Approval for Third** AM-239-1-2
m **Party Funded Travel**

Travel by an elected official for City business paid for, in whole or in part, by a third party must be disclosed and approved by the Board of Estimates if any of the following circumstances pertain:

- The value of the travel expenses paid for by the third party exceeds \$100.
- The total value of the travel including that paid for by a third party and by the City combined exceeds \$800.
- The travel takes the elected official outside the City for 7 or more consecutive days.
- The travel is outside of the lower 48 states.

Travel that is funded by the elected official or by an elected official's spouse, parent, child or sibling ("immediate family") need not be disclosed to nor approved by the Board of Estimates.

The disclosure is to be made by filing with the clerk of the Board of Estimates the purpose of the travel, the destination, the identity of the third-party payer, and the cost of the travel. Reimbursements, if any, by the City should be done in a manner prescribed by the Department of Finance, Accounting and Payroll Services, Accounts Payable Unit.

The first failure of an elected official to make a timely disclosure shall result in a letter of reprimand from the Board of Estimates. Subsequent failures in the same calendar year shall result in fines starting at \$100 and increasing by \$100 for each successive failure to disclose. The elected official who is the subject of any such action shall be advised of the proposed action and have an opportunity to contest it with the Board of Estimates before the action is imposed. For good cause shown, the Board of Estimates may waive a penalty, as or after it is imposed.

Travel for personal reasons or for political purposes is not covered by this policy.

Elected officials should ensure compliance with the City's Public Ethics Law for any travel paid for in whole or in part by a third party who is not in the elected official's immediate family.

RELATED POLICIES

AM-239-1 Elected Officials Business Expenses
AM-239-1-1 Out-of-Town Travel by Elected Officials

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AM-240-1

*m****Employee Travel Package Overview***

It is the intent of this policy to encourage travel on official City business by the most economical means, e.g., discount airfare, and to maximize City savings on conference expenses, e.g., early bird registration and number of employees permitted to attend the same conference. The failure to submit a timely travel request in order to maximize city savings may result in a disapproval of or reduction in the reimbursement.

Out-of-town travel is necessary travel extending beyond City limits for the purpose of conducting official City business. This includes conferences, conventions, seminars, and other approved events dealing with topics of value to the City.

Travel within the City limits is necessary travel that does not extend beyond the City's geographic boundaries for the purpose of conducting official City business. This includes conventions, seminars, certain qualifying emergency local work and related events.

The process is initiated by the employee's submission of the **Expense Report** form (28-1448-5060). It must be used by any City employee planning to attend a conference, convention, or seminar, whether out-of-town or within City limits. This request must be approved by the appropriate body, as set forth herein.

Employees should ensure compliance with the City's Public Ethics Law for any travel paid for in whole or in part by a third party who is not the employee's spouse, parent, child or sibling.

Rules governing employee travel have been separated into the following sections:

- **Agency Head Approval** (AM-240-2) covers the circumstances for which approval may be granted by an employee's agency head.
- **Board of Estimates Approval** (AM-240-3) is required under certain circumstances. AM-240-4 vacant.
- **Subsistence Allowance** (AM-240-5) specifies expenses reimbursable to City employees.
- **High Rate Geographic Areas** (AM-240-5-1) establish a higher reimbursable level for certain higher cost locations.
- **Advance Funds/Reimbursement** (AM-240-6) describes the procedures by which a City employee may obtain funds for an approved trip.
- **Travel within City Limits** (AM-240-7) sets forth travel procedures for intra-city travel.
- **Transportation Mode** (AM-240-8) identifies approved transportation modes.
- **Commercial Transportation** (AM-240-9) establishes City policy regarding use of commercial transportation.
- **Employee-Owned Vehicles** (AM-240-10) sets forth the rules about the use of personal vehicles in the conduct of City business.
- **Employee Expense Report** (AM-240-11) specifies the requirements for the contents of an expense report.


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AM-240-1

*m****Employee Travel Package Overview***

- **Executive Search Expenses** (AM-240-12) covers the approval process for obtaining reimbursement for expenses associated with interviewing candidates for executive level positions.


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AM-240-2

*m****Agency Head Approval*****SCOPE**

This policy describes when an agency head may approve travel within and outside of City limits.

An agency head may approve travel for City business if:

- total reimbursable expenses will not exceed \$800 per City employee,
- such absence will not exceed five consecutive work days nor include weekend travel,
- no compensatory time or overtime approval is requested in connection with an employee in travel status,
- travel is within the lower 48 states of the United States,
- travel is limited to the fewest number of person(s) required to produce maximum benefits for the City,
- no amendment seeking additional travel funds by an employee exceeds \$40 or combined with the amount approved does not exceed \$800,
- candidate travel expense for interviews for an executive level position will not exceed \$800 nor an additional \$800 for travel expenses in connection with a second interview for the same position, and
- the travel is paid for by a third party and its value is less than \$100.

TRIP REPORT

Agency heads are encouraged to have employees submit trip reports describing the benefits to the City from the approved in-town or out-of-town travel. Trip reports may be used by the agency head to determine the value to the City of future trips of a similar nature. These reports may also be disseminated to other agencies with an interest in the topic.

CANCELLATION OF TRIP

If a trip is cancelled, the agency head must be notified immediately, and in any event, no later than 10 work days after the scheduled date of the trip. Any funds advanced must be returned to the Department of Finance, Bureau of Accounting and Payroll Services, Accounts Payable Unit, in accord with Board of Estimates policies.

SUBSTITUTION

If an employee is unable to attend a trip approved by the agency head, the employee must return

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AM-240-2

*m**Agency Head Approval*

any advance funds to the Accounts Payable Unit. The agency head may substitute another employee to attend the trip, however, an accompanying memo of explanation must be attached to a separate request for advance funds and submitted to the Accounts Payable Unit.

RELATED POLICIES

AM-240-3 Board of Estimates Approval of
Employee Travel


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AM-240-3

*m Board of Estimates Approval of Employee Travel***SCOPE**

This policy establishes those conditions that require disclosure to and approval of the Board of Estimates for employee travel. An employee is expected to present his Expense Report (28-1448-5060) at least 20 calendar days or more in advance of the travel date. Planning should be done at least 30 days before the travel date in order to maximize City savings for air travel and conference registration costs.

REQUIREMENTS

The approval of the Board of Estimates is required for an employee's travel request for City business if any of the following conditions exists:

- the travel costs will exceed \$800. This requirement applies to all employee travel, even if done in connection with or under the auspices of a City contract.
- the City employee's absence will exceed five consecutive work days or involves one or more weekend days.
- compensatory leave or overtime work will be necessary for employees while in travel status, except for non-traveling employees performing work related responsibilities in connection with the travel.
- the trip will require travel outside the lower 48 states of the United States.
- expenses of a candidate who interview(s) for an executive level position with the City government exceed \$800 for the first interview or exceed an additional \$800 for a second interview of the same candidate for the same position.
- the amendment request to the original approved travel amount is for \$40 or more, or if combined with approved travel amounts, exceeds \$800.
- the travel is paid for by a third party and its value exceeds \$100, or if combined with the amount paid for by the City, exceeds \$800.

Travel requests submitted to the Board of Estimates for approval of more than 1 person from an agency per event will normally not be granted. Substantiation for additional attendees to the same event is required with the submission. The Board of Estimates must approve requests for travel prior to the date of the planned travel.

This section does not apply to elected officials. Travel rules and procedures for them are set forth in AM-239-1-1 and AM-239-1-2.

TRIP REPORT

City employees approved for out-of-town travel may be selected at random to present trip reports at an open meeting of the Board of Estimates. The reports must specify how the


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AM-240-3

m Board of Estimates Approval of Employee Travel

information obtained as a result of approved travel can be applied to the employee's work responsibilities.

CANCELLATION OF TRIP

If it becomes necessary to cancel or curtail a trip which has already been approved by the Board of Estimates and for which an advance of funds has been made or incurred, the City agency and/or the employee must notify the Board of the cancellation or curtailment and of the reason for it. The notice should also state if there are any expenses for which the representative nevertheless seeks reimbursement. The Board must be notified of all cancellations or curtailment within 10 work days after the end date of the proposed trip.

Any funds advanced that have already been disbursed must be returned to the Accounts Payable Unit as described in AM-240-2 Cancellation of Trip.

SUBSTITUTION

An employee may not be substituted as the City representative on a previously approved trip unless the individual's name is submitted to the Board of Estimates and approved prior to the date of the trip.

Agency heads may make substitutions in an emergency situation if Board of Estimates approval is sought at the next regularly scheduled meeting of the Board. In such circumstances where an advance of funds has occurred to another employee, that employee must return all funds, as directed above, and the funds may not be transferred to another City employee.

RELATED POLICIES

AM-240-2 Agency Head Approval



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AM-240-5

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Subsistence Allowance

This policy defines those costs to be defrayed by a subsistence allowance and establishes subsistence allowances. The subsistence allowance amount is as published by the federal government ("GSA rates") from time to time. It must be used to pay for the cost of the following items:

- Lodging, e.g., hotels, motels, etc. (not including hotel tax which is to be added to the allowance)
- Food
- Gratuities or tips
- Clothes cleaning
- Local transportation at the conference site, e.g., taxi, bus, rental car, parking expenses, etc.
- Miscellaneous expenses

Subsistence funds approved by the Board of Estimates may not be drawn from City accounts until 10 work days prior to commencement of the trip. Subsistence expenditures which exceed the daily subsistence allowance (exclusive of the hotel tax) cited for the place of travel are not reimbursable and claims for such reimbursement will not be honored except as identified in this policy. The hotel tax for the approved travel shall be added to the subsistence allowance as published.

The subsistence allowance is reviewed and adjusted periodically by the Department of Finance, consistent with the most recent GSA rate.

HRGAs

Certain locations have been designated by the GSA as High Rate Geographic Areas (HRGAs). See AM-240-5-1. HRGAs are reviewed and adjusted periodically by the Department of Finance, consistent with the most recent GSA rates.

Outside the lower 48 state of the United States

For travel outside the lower 48 states, where no HRGA is provided by GSA, the travel request should propose a reasonable amount for a daily subsistence allowance. The Board of Estimates will set the amount of the daily subsistence allowance.

ALLOWANCE EXCEPTION

For attendance at certain conferences and/or professional associations which are required of the Mayor, the Mayor's designated executive and/or Members of the Board of Estimates, the Board



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AM-240-5

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Subsistence Allowance

shall determine an allowance sufficient to cover lodging costs for those officials, but the allowance set forth in AM-240-5 and AM-240-5-1 shall apply to other City attendees, whose attendance is not required.

RECORD-KEEPING

Original receipts are required for all lodging costs, conference registration and transportation incurred in travel status for which reimbursement will be requested. Receipts for other subsistence related expenses are not required. A credit card statement may suffice if the employee signs it and indicates that it is intended to substitute for the original. The Accounts Payable Unit reserves the right, if circumstances warrant, to require certain specific articulation of hotel/motel bills, e.g., date checked-in, date checked-out, etc.

RELATED POLICIES

- AM-239-1-1 Out of Town Travel by Elected Officials
- AM-240-2 Agency Head Approval
- AM-240-3 Board of Estimates Approval
- AM-240-5-1 Subsistence: High Rate Geographic Areas


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AM-240-5-1

m Subsistence Rates for High Rate Geographic Areas

Subsistence rates (per diem) are the allowances for lodging (excluding taxes), meals and incidental expenses. The federal government establishes per diem rates for destinations within the lower 48 states of the United States, foreign rates (for example, Russia, Aruba, Bahamas, Europe, etc.) and non-foreign rates such as Alaska, Hawaii, Puerto Rico, and Guam ("GSA rates").

Rates are set by federal fiscal year, effective October 1 each year. More information on per diem rates can be found on <http://www.gsa.gov/portal/category/21287>.

RELATED POLICIES

AM-239-1-1 Out of Town Travel by Elected Officials
AM-240-2 Agency Head Approval
AM-240-3 Board of Estimates Approval
AM-240-5 Subsistence Allowance



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AM-240-6

m ***Advance Funds/Reimbursement***

SCOPE

There are two (2) methods for funding authorized travel by City representatives: advance travel money and/or post-trip reimbursement.

ADVANCE TRAVEL MONEY

A City employee may request funds for authorized travel at least 20 days prior to the date of travel by submitting an Expense Report (28-1448-5060) to the Department of Finance, Accounting and Payroll Services, Accounts Payable Unit. A minimum of 10 work days should be allowed for the processing.

ACCOUNTABILITY

Employees must account for all expenditures pertaining to advance travel funds by submitting a memo containing the following information to the Bureau of Accounting and Payroll Services:

- employee's name
- employee's social security number
- check number corresponding to the advance funds issued
- all original receipts

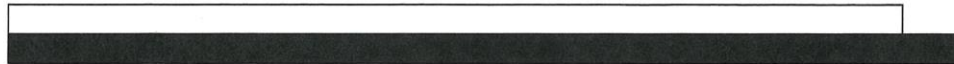
POST-TRIP REIMBURSEMENT OF EXPENSES

City representatives may request reimbursement of authorized travel expenses by submitting an Expense Report (28-1448-5060) with all required receipts to the Accounts Payable Unit within 10 work days of their return. The Accounts Payable Unit will verify all expenses incurred and issue a check to the employee for the approved reimbursement amount.

TRAVEL AT THE EXPENSE OF CITY CONTRACTORS

When a contract provides for the contractor to be responsible for the expense of City employee travel in connection with administering the contract, the City employee's expenses will be reimbursed by the City. Employees may request reimbursement of travel expenses by submitting an Expense Report with all required original receipts to the Accounts Payable Unit will verify all expenses incurred and issue a check to the employee for the approved reimbursement.

The City will then obtain reimbursement for the expenses from the contractor. This process must



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AM-240-6

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Advance Funds/Reimbursement

be initiated by the requesting employee's supervisor who must submit a memo to the Bureau of Accounting and Payroll Services, Accounts Payable Unit, 401 E. Fayette Street, with the following information:

- Name and address of the contractor to be billed
- Total amount to be billed
- Brief explanation relative to the bill
- Account number to be credited with payment received from the City contractor

The Accounts Payable Unit will bill the City contractor and credit the appropriate account when payment is received.

OVER-EXPENDITURE LIMITS

No reimbursement will be authorized if the employee experiences an over-expenditure as a result of City approved travel if the cost overrun exceeds \$40 unless approved by the Board of Estimates. It is the responsibility of the employee to submit accurate and timely travel requests at the time of Board of Estimates/Agency Head approval. Failure of the employee to do so may result in disapproval of any amendment request.

UNEXPENDED TRAVEL FUNDS

Unexpended travel funds must be accounted for and returned. Refunds are to be made by check or money order only, payable to the Director of Finance, City of Baltimore; cash should not be used. The accounting of expenditures and the check/money order or validated cash slip should be submitted to the Accounts Payable Unit within 10 work days of the representative's return. Expenses cannot be offset from one item to another. All returns of unexpended travel funds submitted to Accounts Payable Unit will be deposited to the appropriate account from which advance travel funds were drawn.

RELATED POLICIES

- AM-239-1 Elected Officials' Business Expenses
- AM-239-1-1 Travel by Elected Officials
- AM-240-2 Agency Head Approval
- AM-240-3 Board of Estimates Approval


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AM-240-7

*m****Travel Within City Limits*****SCOPE**

Travel within the City limits is travel which falls within the official City boundaries and which is undertaken for the purpose of conducting official City business to include by way of example: attendance at conferences, conventions, seminars; qualifying local work; and other events which deal with topics of value and interest to the City.

CONFERENCE EXPENSES

City representatives attending conferences or similar events on approved official business will be reimbursed by the City for the following expenses, provided that receipts for these expenses are obtained:

- Registration and tuition expenses.
- Cost of publications and materials for the event.

The City will not reimburse City representatives for the following expenses in connection with attending conferences or similar events:

- Transportation costs to and/or from the event.
- Food costs unless included in the stated registration and/or tuition expenses.
- Lodging costs at hotels, motels, etc.
- Gratuities or tips.

APPROVAL REQUIREMENTS

Approval for travel within the City limits must be obtained from the Agency Head, AM-240-2, or the Board of Estimates, AM-240-3, as appropriate.

EMERGENCY LOCAL WORK

An employee approved for qualifying local work may obtain reimbursement for travel expenses if use of the employee-owned vehicle is authorized. An Expense Report (28-1448-5060) should be submitted at the end of each month in which such authorized expenses are incurred. The Disbursements Division, in concert with the Central Payroll Division, may require specificity relative to qualifying local work.

RELATED DOCUMENTS

AM-239-1	Elected Officials Business Expense
AM-240-2	Agency Head Approval
AM-240-3	Board of Estimates Approval



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AM-240-8

*m****Transportation Mode*****SCOPE**

Transportation used by a City representative to and from a City approved conference site must be the least expensive mode consistent with the employee's position. The City will pay all transportation expenses that meet this requirement.

However, if the City representative does not use the type of transportation authorized for the trip and selects a different mode, the City may compare the costs of both modes of transportation and reimburse for the lesser amount.

Travel to and/or from an event site may be authorized provided the conference event sessions warrant such travel arrangements.

TRAVEL TO AIRPORT(S)

Reimbursement of car service expenses to and from the airport(s) is limited to a maximum of \$30 at each airport. Receipts are required.

If a departing City representative uses his/her private vehicle to travel to the airport, the mileage cost to and from the airport and the cost of parking the vehicle at the airport will be paid by the City up to the amount granted by the City for car service. Car service expenses to an airport are reimbursable, but not for transportation to other means of transportation such as bus or rail. Expenses in connection with other transportation must be defrayed from the subsistence allowance.

TRANSPORTATION AT CONFERENCE SITE

Local transportation expenses at the conference site must be paid from the City representative's daily subsistence allowance.

If official City business at the event site will require extensive inspection trips, tours, or other unusual but necessary travel, the funds for such expenses must be approved in advance of the trip. When seeking Board of Estimates approval, the request for such transportation expenses must be stated in the travel request.

RECORD-KEEPING

Employees are required to furnish original receipts (e.g., invoices, registration receipts, etc.) for all transportation expenses for which reimbursement is requested. Appropriate receipts consist of original paid invoices, register receipts, etc. A credit card statement may suffice if the employee signs it and indicates that it is intended to substitute for the original.



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AM-240-8

m Transportation Mode

RELATED POLICIES

- AM-239-1-1 Out of Town Travel by Elected Officials
- AM-240-2 Agency Head Approval
- AM-240-3 Board of Estimates Approval
- AM-240-9 Commercial Transportation
- AM-240-10 Employee-Owned Vehicle


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AM-240-9

*m**Commercial Transportation***SCOPE**

Commercial transportation includes mass transit vehicles, trains, cabs and planes. An agency/bureau head may authorize use of commercial transportation for an employee in conduct of official City business when it is the preferable mode of transportation.

EXPENSE PAYMENT

An Expense Report must be completed and submitted on a monthly basis for reimbursement of these expenses. All other expenses for which reimbursement is claimed, must be received by the Bureau of Payroll and Disbursements, Room 700, 401 E. Fayette St., Attention: Disbursements Supervisor, within 30 work days from the last calendar day of the month during which expenses were incurred or the City will not be obligated to reimburse an employee for such expenses.


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AM-240-10

*m****Employee-Owned Vehicle*****SCOPE**

The person or body approving travel may authorize the use of an employee-owned personal vehicle for City business when it is the preferable mode of transportation under the existing circumstances. Normally such approval is granted when a City-owned vehicle is neither available nor accessible, or it is cost beneficial to authorize use of an employee-owned vehicle.

REQUIREMENTS

An employee who uses his personal vehicle for official City business must be trained initially by taking a Defensive Driving Course and then a Recertification class every three (3) years from the Office of Risk Management/Division of Occupational Safety (ORM/DOS). An employee shall also have and maintain automobile insurance in the amount required under existing Maryland motor vehicle laws or laws from the State where the vehicle is registered. The continued use of an employee-owned vehicle for City business should be reviewed intermittently since applicable insurance rates and employee costs could increase without eligibility for reimbursement. Employees must assume responsibility for reporting all accidents as per AM-501-10. The employee must also report to the City's Occupational Clinic (Mercy Clinic) for injuries and drug/alcohol post-accident testing and to comply with the Substance Abuse Control Policy (SACP) as applicable. Failure to adhere to the relevant post-accident procedures and governing policies may result in discipline and/or termination.

REIMBURSEMENT RATES

Employees who have been authorized to use their personal vehicles to perform official City business will be reimbursed for each mile traveled on approved City business in accordance with the approved City rate structure. These rates are subject to change depending on the negotiated agreement governing the employee's position classification.

The mileage reimbursement rate for employee-owned personal vehicles is the IRS standard business rate as published from time to time, unless a different rate is established by collective bargaining.

Employees will be reimbursed for reasonable parking expenditures incurred in the conduct of official City business. Receipts are required for reimbursement.

No employee is authorized to fuel his/her personal vehicle using City owned fuel systems. No other expenses (such as insurance and gas) in connection with use of an employee-owned vehicle will be defrayed.

Vehicle expenses can be claimed by submitting an Expense Report with appropriate documentation to:


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AM-240-10

*m****Employee-Owned Vehicle***

Finance Department, Accounts Payable Division, 401 E. Fayette Street, 5th Floor; Attn:
Assistant Accounts Payable Administrator.

QUALIFYING LOCAL WORK

When submitting mileage expenses for qualifying local work, the authorized employee must deduct personal miles traveled, e.g., to and from home, when filling out the Expense Report. These miles are not subject to reimbursement. Miles traveled in connection with such work must begin and end at the assigned City office location, i.e., the mileage reimbursement for travel may not exceed the map mileage from the normal work site to the temporary work site.

RELATED POLICIES

AM-239-1 Elected Officials' Business Expenses
AM-239-1-1 Out-of-Town Travel by Elected Officials
AM-240-2 Agency Head Approval
AM-240-3 Board of Estimates Approval
AM-240-8 Transportation Mode


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AM-240-11

*m****Employee Expense Report***

An Expense Report (28-1448-5060) must be submitted for:

- reimbursement of personal vehicle mileage expenses for City-related travel.
- all approved travel reimbursement requests.

A separate Expense Report must normally be submitted for each instance of travel. However, more than one (1) such trip may be listed on a single Expense Report if reimbursement is not required for lodging.

An Expense Report must also be used to request reimbursement for other legitimate expenses. The following non-exclusive examples are items which may be reimbursable expenses when incurred for City business: telephone calls, wireless phone calls which are circled on original bill, parking meter fees, parking lots with receipts, and subway and light rail transportation.

DEADLINE FOR SUBMISSION OF REPORTLocal Expenses

The Expense Report must be received by the Bureau of Accounting and Payroll Services within 30 days of the last calendar day of the month in which the expenses were incurred. Expenses submitted after this time limit will not be reimbursed without written approval of the Board of Estimates.

Out-of-Town Expenses

The Expense Report must be received by the Bureau of Accounting and Payroll Services within 30 days from the day on which the employee returns from the trip.

MARYLAND SALES TAX

The City is exempt from payment of the Maryland sales tax. The City's tax exemption, 3000055-9, must be supplied to the vendor or supplier at the time of purchase. Reimbursement of the Maryland sales tax will not be made in those cases where an agency or employee fails to use the City's tax exemption number.

REQUIRED RECEIPTS

An Expense Report must be accompanied by the appropriate receipts, as set forth above.

RELATED POLICIES

- AM-239-1 Elected Officials' Business Expenses
- AM-239-1-1 Out-of-Town Travel by Elected Officials
- AM-240-2 Agency Head Approval
- AM-240-3 Board of Estimates Approval


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AM-240-12

*m****Executive Search Expenses*****SCOPE**

Under certain circumstances, expenses related to candidate interview requirements associated with filling executive level positions may be paid by the City. It is the intention of this policy that payment of interview expenses shall be for those candidates who are finalists for executive positions. Executive level positions are limited to agency head and bureau head personnel unless otherwise approved by the Board of Estimates. An agency head may authorize interview expenses providing they do not exceed \$800. Any requirement for payment exceeding \$800 must be specifically approved by the Board of Estimates. Under no circumstances may the expenses to be incurred be advanced to the candidate.

SECOND INTERVIEW

If a candidate is invited for a second interview, an agency head may approve additional expenses providing they do not exceed \$800 for the same candidate to return for a second interview in connection with the same executive level position. Board of Estimates approval is necessary for second interview expenses exceeding \$800.

COVERED EXPENSES

Expenses subject to reimbursement are travel by lowest cost practicable conveyance, and the subsistence allowance according to the travel policy. Rental of a vehicle is not authorized in connection with such travel. Any other expense incurred in connection with the travel must be the responsibility of the candidate. Authorized expenses are subject to receipts as required under the City travel policy.

CHARGES

It will be the responsibility of the appropriate agency seeking to interview a candidate to absorb the charges within the limit of their approved budget.

REIMBURSEMENT RESPONSIBILITY

It is the responsibility of the agency head to provide the candidate with the appropriate forms to permit reimbursement and inform him of proper procedures in seeking reimbursement for approved travel expenses. It is the responsibility of the candidate to provide the agency head with required receipts within 10 work days of completed travel so that reimbursement may be requested. Failure to do so may result in denial of reimbursement expenses.

RELATED POLICIES

AM-240-2 Agency Head Approval

AM-240-3 Board of Estimates Approval

12:00 NOON

ANNOUNCEMENTS OF BIDS RECEIVED

AND

OPENING OF BIDS, AS SCHEDULED