

## NOTICES :

1. On January 22, 2014, the Board of Estimates approved the Resolution on the Regulation of Board of Estimates Meetings and Protests, effective February 05, 2014. Pursuant to the Resolution:

a. Anyone wishing to speak before the Board, whether individually or as the spokesperson of an entity must notify the Clerk of the Board in writing no later than by noon on the Tuesday preceding any Board meeting, or by an alternative date and time specified in the agenda for the next scheduled meeting. The written protest must state (1) whom you represent and the entity that authorized the representation (2) what the issues are and the facts supporting your position and (3) how the protestant will be harmed by the proposed Board action.

b. Matters may be protested by a person or any entity directly and specifically affected by a pending matter or decision of the Board. In order for a protest to be considered, the protestant must be present at the Board of Estimates meeting at 9:00 A.M., Room 215 City Hall.

c. A Procurement Lobbyist, as defined by Part II, Sec. 8-8 (c) of The City Ethics Code must register with the Board of Ethics as a Procurement Lobbyist in accordance with Section 8-12 of The City Ethics Code.

The full text of the Resolution is posted in the Department of Legislative Reference, the President of the Board's web site, ([http://www.baltimorecitycouncil.com/boe\\_agenda.htm](http://www.baltimorecitycouncil.com/boe_agenda.htm)) and the Secretary to the Board's web site (<http://www.comptroller.baltimorecity.gov/BOE.html>).

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

NOTICES - cont'd:

2.

.....  
: BOARD OF ESTIMATES' RECESS :  
: FEBRUARY 20, 2019 :  
: ..... :

The Board of Estimates is scheduled to be in recess at 9:00 a.m. and 12:00 noon on February 20, 2019.

The Board of Estimates will not receive or open bids on February 20, 2019. The Board of Estimates will reconvene on February 27, 2019.

3.

.....  
: THE BOARD OF ESTIMATES' SUBMISSION DEADLINE FOR :  
: THE FEBRUARY 27, 2019 AGENDA IS WEDNESDAY, :  
: FEBRUARY 20, 2019 BY 12:00 P.M. :  
: ..... :

**BOARD OF ESTIMATES' AGENDA - FEBRUARY 13, 2019**

**BOARDS AND COMMISSIONS**

1. Prequalification of Contractors

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

|                               |    |              |
|-------------------------------|----|--------------|
| J.A.K. Construction Co., Inc. | \$ | 1,500,000.00 |
| Lake County Sewer Co., Inc.   | \$ | 8,000,000.00 |

**AGENDA**

**BOARD OF ESTIMATES**

**02/13/2019**

Space Utilization Committee - Inter-Departmental Lease

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Inter-Departmental Lease between the Department of General Services, Landlord, and Mr. William B. Henry II, Tenant, for the rental of approximately 1,505 sq. ft. of space located at 5225 York Road. The period of the Inter-Departmental Lease is July 1, 2018 through June 30, 2019, with an option to renew for additional three one-year periods.

**AMOUNT OF MONEY AND SOURCE:**

| <u>Annual</u> | <u>Monthly Installments</u> |
|---------------|-----------------------------|
| \$7,481.00    | \$623.41                    |

Account: 1001-000000-1000-106600-603096

**BACKGROUND/EXPLANATION:**

The Tenant will use the lease premises as an administrative office space for the 4<sup>th</sup> Councilmanic District.

The Landlord will determine a rental rate based on the projected operation costs and expenses for the upcoming renewal term, 90 days prior to the Inter-Departmental Lease ending period.

The Space Utilization Committee approved this Inter-Departmental Lease on January 15, 2019.

The Inter-Departmental Lease is late because of delays in the administrative review process.

(The Inter-Departmental Lease has been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**02/13/2019**

Space Utilization Committee - Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Lease Agreement with CASA, Tenant, for the rental of property located at 4 S. Frederick Street. The period of the agreement is February 13, 2019 through February 12, 2020 with the option to renew for three 1-year terms.

**AMOUNT OF MONEY AND SOURCE:**

| <u>Annual Rent</u> | <u>Monthly Rent</u> |
|--------------------|---------------------|
| \$14,045.40        | \$1,170.45          |

**BACKGROUND/EXPLANATION:**

The tenant will use the leased premises as office space.

The rental rate for renewal will be negotiated ninety days prior to the expiration of the original term.

The Space Utilization Committee approved this lease at its meeting on January 15, 2019.

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

**AGENDA**

**BOARD OF ESTIMATES**

**02/13/2019**

Department of Real Estate - Agreement of Sale

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement of Sale with Darlene Turner, Purchaser, for the sale of the property known as 1215 W. Lafayette Avenue, (Block 0090, Lot 011A).

**AMOUNT OF MONEY AND SOURCE:**

\$700.00 - Purchase price

**BACKGROUND/EXPLANATION:**

The authority to sell this property was approved by City Council Ordinance No. 18-186 approved on November 9, 2018. The property known as 1215 W. Lafayette Avenue, (Block 0090, Lot 011A) will be sold at the appraised value of \$700.00. The Purchaser intends to use the property as extended yard space.

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

AGENDA

BOARD OF ESTIMATES

02/13/2019

OPTIONS/CONDEMNATION/QUICK-TAKES:

| <u>Owner(s)</u>                               | <u>Property</u>  | <u>Interest</u> | <u>Amount</u> |
|---|------------------|-----------------|---------------|
| <u>Law Department - Payment of Settlement</u> |                  |                 |               |
| 1. Pedro Gomez                                | 2701 Hugo Avenue | L/H             | \$ 4,000.00   |

Funds will be drawn from State Funds, account no. 9910-904326-9588-900000-704040, Fenwick/Hugo/28<sup>th</sup> Street Project Area.

On September 27, 2018, the City filed a condemnation action to acquire the Leasehold interest in the real property located at 2701 Hugo Avenue, in the amount of \$54,500.00, based upon the higher of two independent appraisal reports. The Defendant provided a report appraising the property interest at \$62,500.00. The parties participated in mediation and agreed to a settlement amount of \$58,500.00. Thus, the Board is requested to approve an additional \$4,000.00 (\$58,500.00 less the previous approved amount of \$54,500.00).

**AGENDA**

**BOARD OF ESTIMATES**

**02/13/2019**

Circuit Court for Baltimore City - Agreement

**ACTION REQUESTED OF B/E:**

The Board of is requested to approve and authorize execution of an Agreement with the Family Recovery Program, Inc. (FRP). The period of the Agreement is July 1, 2018 through June 30, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$98,351.00 - 5000-540319-1100-109400-605001

**BACKGROUND/EXPLANATION:**

The FRP is the Family Dependency Treatment Court Program of the Circuit Court for Baltimore City.

The Circuit Court for Baltimore City received a grant award in the amount of \$98,351.00 from the Administrative Office of the Courts - Office of Problem-Solving Courts to pay for the salary and benefits of four staff positions.

The Circuit Court for Baltimore City will enter into an agreement with the FRP for the four positions as follows: the FRP Court Coordinator will be paid \$60,000.00, the FRP Reengagement Peer Recovery Advocate will be paid \$20,000.00, the FRP Parent Mentor I will be paid \$9,175.00, and the FRP Parent Mentor II will be paid \$9,176.00. The parties agree that these staff positions will be managed and supervised by the FRP.

This agreement is late because of delays in finalizing the contract with the FRP.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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



**AGENDA**

**BOARD OF ESTIMATES**

**02/13/2019**

Mayor's Office of Criminal Justice - Agreements and First  
Amendment to Recipient  
Agreement

The Board is requested to approve and authorize execution of the following Agreements. The Board is further requested to ratify the First Amendment to Recipient Agreement. The Agreements and First Amendment to Recipient Agreement are effective upon Board approval through June 30, 2019, unless otherwise indicated.

AGREEMENTS

**1. LIVING CLASSROOMS FOUNDATION, INC. \$271,253.00**

After a competitive bid process, the selected organization will operate one of the six new expansion sites of the Baltimore Safe Streets Program in the Belair-Edison community.

Living Classrooms currently operates Safe Streets Sites in East Baltimore.

**2. ASSOCIATED CATHOLIC CHARITIES \$271,253.00**

After a competitive bid process, the selected organization will operate one of the six new expansion sites of the Baltimore Safe Streets Program in the Brooklyn community.

Associated Catholic Charities currently operates Safe Streets Sites in Sandtown-Winchester.

Account: 5000-511019-2255-702300-603051

On December 12, 2018, the Board approved the grant award from the Governor's Office of Crime Control and Prevention (GOCCP) to fund one year of the Safe Streets Baltimore program expansion from four communities to ten.

The funds will support hiring seven personnel to eradicate violence by focusing on the following approach: identifying and detecting potential shooting events, identifying and detecting individuals

**AGENDA**

**BOARD OF ESTIMATES**

**02/13/2019**

Mayor's Office of Criminal Justice - cont'd

and groups at highest risk of involvement in shootings or killing, interrupting potential violence by mediating conflicts and preventing retaliation, changing behaviors and norms of those at highest risk of involvement of shooting or killing, using data to inform daily efforts and making necessary changes to interruption strategies. Additionally, funds will be used for community outreach and education, and costs associated with operating the program.

RATIFICATION OF THE FIRST AMENDMENT TO RECIPIENT AGREEMENT  
(FIRST AMENDMENT)

---

**3. ARAMINTA FREEDOM INITIATIVE, INC. \$33,500.00**

Account: 4000-484317-2252-688000-600000

On January 11, 2016, the Board approved the agreement to fund Araminta Freedom Initiative, Inc. in the amount of \$60,000.00 through the Victims of Crime Act (VOCA) grant award. The period of the agreement was October 1, 2016 through September 30, 2018.

The grant requires a match from the City and the partners. As such, Araminta Freedom Initiative, Inc. includes a portion of the supervisor's salary as a match totaling \$8,000.00 or \$24,000.00 over the life of the grant. Araminta Freedom Initiative, Inc. is a sub-grantee on the VOCA grant and will continue to provide services to victims of human trafficking using an advocate/mentor.

The First Amendment will allow for an additional year of funding in order to complete the grant's terms and conditions as required. The First Amendment increases the contract by \$33,500.00 and will make the total grant amount \$93,500.00.

The First Amendment will extend the period of the agreement through September 30, 2019.

The First Amendment is late because of the administrative process.

**AGENDA**

**BOARD OF ESTIMATES**

**02/13/2019**

Mayor's Office of Criminal Justice - cont'd

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**02/13/2019**

Mayor's Office On Criminal Justice - Third Grant Adjustment Notice

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of a Third Grant Adjustment Notice (GAN) with the Governor's Office of Crime Control and Prevention (GOCCP). The period of the Third GAN is September 30, 2018 through September 30, 2019.

**AMOUNT OF MONEY AND SOURCE:**

Not Applicable

**BACKGROUND/EXPLANATION:**

On December 14, 2016, the Board approved the original GAN in the amount of \$1,168,536.00 for the period of October 1, 2016 through September 30, 2018.

The First GAN was approved by the GOCCP on May 5, 2017 for the resignation of the Grant Manager.

The Second GAN was approved by the GOCCP on October 5, 2017 for the hiring of a new Grant Manager.

The Third GAN was approved by the GOCCP on September 20, 2018 to extend the period of the GAN. GOCCP awarded the extension in lieu of a new award for Fiscal Year 2019. This GAN will extend the period through September 30, 2019. An extension was requested because the project was not fully staffed preventing the City from implementing the grant in its entirety as anticipated.

The Third GAN is late because of the administrative process.

**AGENDA**

**BOARD OF ESTIMATES**

**02/13/2019**

Mayor's Office On Criminal Justice - cont'd

This is the third Grant Adjustment Notice (GAN) approved by GOCCP. The first two GANs informed the GOCCP of a change in personnel when the previous MOCJ Grant Manager transitioned in May, 2017 and a new Grant Manager was hired in September, 2017.

This request is late because of the administrative process.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS NOTED THE TIME EXTENSION.**

(The terms and conditions of the Third Grant Adjustment Notice have been approved by the Law Department as to form and legal sufficiency.)

TRANSFERS OF FUNDS

\* \* \* \* \*

The Board is requested to approve  
the Transfers of Funds  
listed on the following page:

13

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

2/13/2019

TRANSFERS OF FUNDS

| <u>AMOUNT</u>                     | <u>FROM ACCOUNT/S</u> | <u>TO ACCOUNT/S</u> |
|-----------------------------------|-----------------------|---------------------|
| <u>Department of Public Works</u> |                       |                     |
| 1. <b>\$50,000.00</b>             | 9960-908687-9558      | 9960-907998-9557-3  |
| Water Revenue                     | (WC 1197 -            | Design & Study      |
| Bond                              | Susquehanna Trans)    |                     |

The transfer will cover costs of advertisement for WC 1394, Liberty Ashburton Water Tunnel Shaft.

Baltimore Development Corporation

|                            |                  |                  |
|----------------------------|------------------|------------------|
| 2. <b>\$14,768.87</b>      | 9910-902873-9600 | 9910-911103-9601 |
| 22 <sup>nd</sup> Eco. Dev. | Constr. Res.     | Brownfields      |
| Fund                       | (Brownfield      | Incentive Fund   |
|                            | Incentive Fund)  |                  |

This transfer will provide funds to reimburse Baltimore Development Corporation for eligible capital expenses for the month ending November 30, 2018.

**AGENDA**

**BOARD OF ESTIMATES**

**2/13/2019**

Department of Recreation and Parks/ - Task Assignment  
Capital Development and Planning

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 013 to Murphy & Dittenhafer, Inc., under Project No. 1234, On-Call Architectural Design Services. The period under Task No. 013 is approximately 12 months.

**AMOUNT OF MONEY AND SOURCE:**

\$110,994.40 - 9938-917022-9474-900000-703032

**BACKGROUND/EXPLANATION:**

This task will include design services for Mount Pleasant Ice Rink.

**MBE/WBE PARTICIPATION:**

The Consultant has achieved MBE goals of 27.40% and WBE goals of 20.90%.

**MWBOO FOUND CONSULTANT IN COMPLIANCE.**

**APPROVED FOR FUNDS BY FINANCE**

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



AGENDA

BOARD OF ESTIMATES

2/13/2019

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement

- |   |              |         |
|---|--------------|---------|
| 1. GEN-PROBE SALES & SERVICE,<br>INC., d/b/a HOLOGIC, INC.                                  | \$352,000.00 | Renewal |
| Contract No. 08000 - Chlamydia Trachomatis Test Kits - Health Department - P.O. No. P534366 |              |         |

On February 3, 2016, the Board approved the initial award in the amount of \$294,000.00. The award contained four 1-year renewal options. Subsequent actions have been approved. This first renewal in the amount of \$352,000.00 is for the period March 1, 2019 through February 28, 2020, with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable.

- |  |              |         |
|--|--------------|---------|
| 2. REPUBLIC PARKING SYSTEM,<br>LLC,  | \$352,800.00 | Renewal |
| Contract No. B50001251 - Parking Meter Coin Collection Services - Department of Finance - P.O. No. P529769 |              |         |

On December 9, 2009, the Board approved the initial award in the amount of \$705,600.00. The award contained eight 1-year renewal options. Seven renewal options have been exercised. This final renewal in the amount of \$352,800.00 is for the period February 1, 2019 through January 31, 2020. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On October 8, 2009, it was determined that no goals would be set because of no opportunity to segment the contract because of the handling of substantial amounts of City funds. The security and liability issues leave no items to be segmented.

AGENDA

BOARD OF ESTIMATES

2/13/2019

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

|  |         |                             |
|--|---------|-----------------------------|
| 3. PERMA-PATCH,<br>INC.  | \$ 0.00 | Ratification<br>and Renewal |
| Contract No. B50002837 - Furnish and Deliver Black Fill Mix -<br>Department of Public Works - Bureau of Water and Wastewater -<br>P.O. No. P523598 |         |                             |

On May 8, 2013, the Board approved the initial award in the amount of \$200,000.00. The award contained three renewal options. Subsequent actions have been approved. This ratification and renewal is necessary to provide continued procurement of black fill mix required for the repair of roads, streets and sidewalks etc. The period of the ratification is May 8, 2018 through February 12, 2019. The period of the renewal is February 13, 2019 through May 7, 2019, with no 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 February 22, 2013, it was determined that no goals would be set because of no opportunity to segment the contract as it is a commodity contract.

**MWBOO GRANTED A WAIVER.**

AGENDA

BOARD OF ESTIMATES

2/13/2019

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

|  |             |                             |
|--|-------------|-----------------------------|
| 4. AVOLVE SOFTWARE<br>CORP.  | \$27,806.63 | Ratification<br>and Renewal |
| Contract No. 08000 - ProjectDox Maintenance Renewal - Department of Housing and Community Development - Req. No. R815288 |             |                             |

This renewal of the ProjectDox software maintenance subscription provides the ability to review electronic plans and is integrated with the using agency's current permitting system, Accela. The period of the ratification is October 1, 2018 through February 12, 2019. The period of the renewal is February 13, 2019 through June 30, 2019. 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. The vendor is the sole proprietor of the software.

|  |                |          |
|--|----------------|----------|
| 5. PREMIER HEALTHCARE<br>ALLIANCE, L.P.  | \$1,200,000.00 | Increase |
| Cooperative Contract US Communities Medical and Pharmacy Program - Fire Department - EMS, Health Department - P.O. No. P546501 |                |          |

On December 12, 2018, the Board approved the initial award in the amount of \$700,000.00. This increase in the amount of \$1,200,000.00 is necessary to enable the City to procure

AGENDA

BOARD OF ESTIMATES

2/13/2019

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

medical products at a reduced cost through strategic sourcing that combines volumes and the purchasing power of public agencies nationwide. This increase will make the award amount \$1,900,000.00. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On November 20, 2018, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

|  |              |          |
|--|--------------|----------|
| 6. ADAPT PHARMA, INC.  | \$660,039.00 | Increase |
| Contract No. 06000 - Nascal Narcan - Baltimore City Health Department, Fire Department and Sheriff's Department - P.O. No. P537699 |              |          |

On November 30, 2016, the Board approved the initial award in the amount of \$195,950.00. Subsequent actions have been approved. This increase in the amount of \$660,039.00 is necessary as the City has received grant funds and would like to use these funds to restock its inventory of this very critical medication that stops or reverses the effects of an opioid overdose. Adapt Pharma, Inc. is the manufacturer of this life saving medication and provides the medication to municipalities at a price level equal or lower than that of the secondary market. This increase in the amount of \$660,039.00 will make the award amount \$2,304,688.00. The contract expires on November 30, 2019 with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

AGENDA

BOARD OF ESTIMATES

2/13/2019

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

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.

- 7. UNIVAR USA, INC.  
BRENNTAG NORTHEAST, INC.

|  |              |          |
|--|--------------|----------|
|  | \$500,000.00 | Increase |
|--|--------------|----------|

Contract No. B50004593 - Sodium Hydroxide (Caustic Soda) Solution - Department of Public Works - Water and Wastewater - P.O. Nos. P536252 and P536253

On July 13, 2016, the Board approved the initial award in the amount of \$700,000.00. The award contained four 1-year renewal options. Two renewal options have been exercised. This increase in the amount of \$500,000.00 is necessary due to additional consumption of the chemical during startup of the new Enhanced Nutrient Removal Facility at the Patapsco Water Treatment Plant. This increase in the amount of \$500,000.00 will make the award amount \$1,200,000.00. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On July 30, 2016, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

AGENDA

BOARD OF ESTIMATES

2/13/2019

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

- 8. a. DEPENDABLE SERVICES,  
GROUP, LLC
- b. TRUSTWORTHY STAFFING  
SOLUTIONS, LLC
- c. CHESAPEAKE MEDICAL STAFFING,  
LLC

\$ 90,000.00

Extension

Contract No. B50002394 - Personal Care & Homemaker Services - Health Department - CARE - P.O. Nos. P522027, P544613 and P522028

On October 17, 2012, the Board approved the initial award in the amount of \$432,525.00. The award contained two renewal options. Subsequent actions have been approved and both renewals have been exercised. An extension is necessary to allow time for advertising and award of Solicitation B50005663. The period of the extension is February 16, 2019 through June 30, 2019.

MBE/WBE PARTICIPATION:

On April 16, 2012, MWBOO determined that no goals would be set because of no opportunity to segment the contract. Dependable Services Group, LLC and Trustworthy Staffing Solutions, LLC are certified MBEs and WBEs.

**MWBOO GRANTED A WAIVER.**

**AGENDA**

**BOARD OF ESTIMATES**

**2/13/2019**

Parking Authority of Baltimore City (PABC) - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an expenditure of funds to pay CALE America Inc.

**AMOUNT OF MONEY AND SOURCE:**

\$34,500.00 - 2075-000000-2321-252800-609033

**BACKGROUND/EXPLANATION:**

The Expenditure of Funds is to pay CALE America Inc. for the upgrade of 60 EZ Park Multi-Space meters to the most recent Americans with Disabilities Act (ADA) standards in support of the Parking meter accessibility Program (Project Space).

On May 17, 2017, the Board approved a three-year Maintenance Agreement with CALE America Inc. (CALE). The Maintenance agreement provided upon the request of the PABC the required scope of work and cost associated with upgrading the CALE EZ-Park specifications.

CALE has provided and installed the EZ Park Meters since 2004, and the meters were ADA compliant until new ADA standards were issued. CALE must provide the required parts and services to upgrade the meters because the equipment is proprietary.

This expenditure of Funds will pay for ADA upgrades for 60 of the existing EZ Park Meters allowing the Parking Authority to implement Phases 5 and 6 of Project Space in the Hampden, Mt. Washington, Station North, and Midtown areas of the City.

The PABC worked for several years with the Mayor's Commission on Disabilities to improve the parking situation in Baltimore for people with disabilities. The PABC developed a program called Project SPACE to address this problem.

**AGENDA**

**BOARD OF ESTIMATES**

**2/13/2019**

PABC - cont'd

The goal of Project Space is to make all meters ADA compliant and provide hundreds of reserved on-street parking spaces for people with disabilities while requiring all parkers to pay for metered parking, including those displaying a disability placard or license plate.

Phase 1 of Project SPACE launched in the Central Business District (Franklin Street to the North, President Street to the East, Pratt Street/Key Highway to the South and Martin Luther King, Jr. Boulevard to the West) on July 13, 2014. Persons that had been abusing disabilities placards for the free parking that the placards previously provided, no longer had the incentive to park all day at meters, resulting in more turnover and availability of metered parking spaces. Phase 1 of Project Space exceeded expectations and led to Phase 2 which began on September 27, 2016 in the Fells Point and Harbor East areas of the City. Phase 3 began in the Federal Hill area on April 17, 2017. Phase 4 began in Mt. Vernon in October 2017.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**



**AGENDA**

**BOARD OF ESTIMATES**

**2/13/2019**

Parking Authority of - Parking Facility Rate Adjustment  
Baltimore City (PABC)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an adjustment to the Monthly Market rate at the City-owned Guilford Garage that is managed by the PABC.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

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

Pursuant to Article 31, §13(f)(2) of the Baltimore City Code, subject to the approval of the Board of Estimates, the PABC may set the rates for any parking project. The PABC believes that a rate adjustment at this parking facility is warranted at this time.

To bring the Monthly Market rate charged at the Guilford Garage in line with its surrounding facilities, the PABC staff developed this rate adjustment recommendation. This rate adjustment was unanimously approved by the PABC Board of Directors.

**AGENDA**

**BOARD OF ESTIMATES**

**2/13/2019**

PABC - cont'd

| Guilford Garage Monthly Rate Adjustment |              |               |                         |
|---|--------------|---------------|-------------------------|
| Rate to be Adjusted                     | Current Rate | Proposed Rate | Date of Last Adjustment |
| Monthly Market                          | \$65 .00     | \$70.00       | October 2016            |

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AGENDA**

**BOARD OF ESTIMATES**

**2/13/2019**

Parking Authority of - Parking Facility Rate Adjustment  
Baltimore City (PABC)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an adjustment to the Monthly Market rate at the City-owned Birckhead Lot that is managed by the PABC.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

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

Pursuant to Article 31, §13(f)(2) of the Baltimore City Code, subject to the approval of the Board of Estimates, the PABC may set the rates for any parking project. The PABC believes that a rate adjustment at this parking facility is warranted at this time.

To bring the Monthly Market rate charged at the Birckhead Lot in line with its surrounding facilities, the PABC staff developed this rate adjustment recommendation. This rate adjustment was unanimously approved by the PABC Board of Directors.

**AGENDA**

**BOARD OF ESTIMATES**

**2/13/2019**

PABC - cont'd

| Birckhead Lot Monthly Rate Adjustment |              |               |                         |
|---------------------------------------|--------------|---------------|-------------------------|
| Rate to be Adjusted                   | Current Rate | Proposed Rate | Date of Last Adjustment |
| Monthly Market                        | \$85 .00     | \$95.00       | February 2017           |

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AGENDA**

**BOARD OF ESTIMATES**

**2/13/2019**

Department of General Services - On-Call Consultant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Design and Construction Division Agreement for Project 1807, On-Call Mechanical/Electrical/Plumbing Design Services with KCI Technologies, Inc. The On-Call Consultant Agreement is effective upon Board approval for four years or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$2,000,000.00 - upset limit

Funds will be identified as tasks are assigned.

**BACKGROUND/EXPLANATION:**

Various City agencies, on a continuing basis, require mechanical/electrical/plumbing design services to modify, upgrade, or repair their facilities. Typically the work is limited in scope and/or of an urgent nature, which in either case should not be postponed until the customary engineering design selection process can be executed. Under this agreement, the call for these services will be made as needs are identified. The cost of services rendered will be negotiated as a not-to-exceed price for each task assigned. Fees will be based on actual payroll rates, not including overhead and burden times a set multiplier. The payroll rate and the multiplier have been reviewed by the Department of Audits. The initial contract duration will be four years; however, a task started within the initial four-year period may continue beyond the four-year time frame until completion.

The total fee for this Consultant Agreement will not exceed \$2,000,000.00 without a formal amendment.

The Consultant was selected pursuant to the Architectural and Engineering Awards Commission (AEAC) procedures.

**AGENDA**

**BOARD OF ESTIMATES**

**2/13/2019**

Department of General Services - cont'd

**MBE/WBE PARTICIPATION:**

**MWBOO SET GOALS OF 23% MBE 13% WBE.**

|  |                            |              |
|--|----------------------------|--------------|
| <b>MBE:</b> KUMI Construction Management Corporation | \$0.00-\$460,000.00        | 0-23%        |
| Mirmar Architects & Eng. Inc.                        | <u>\$0.00-\$460,000.00</u> | <u>0-23%</u> |
|  | <b>\$0.00-\$460,000.00</b> | <b>0-23%</b> |
|  | <b>(in the aggregate)</b>  |              |
| <b>WBE:</b> Carroll Engineering, Inc.                | \$0.00-\$260,000.00        | 0-13%        |
| Constellation Design, Group, Inc.                    | <u>0.00-\$260,000.00</u>   | <u>0-13%</u> |
|  | <b>\$0.00-\$260,000.00</b> | <b>0-13%</b> |
|  | <b>(in the aggregate)</b>  |              |

**MWBOO FOUND THE CONSULTANT IN COMPLIANCE.**

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

(The Design and Construction Division Agreement for Project 1803, On-Call Architectural Design Services has been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**2/13/2019**

Retiree Benefits Trust (OPEB) - Subscription Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested by the Board of Trustees of the Employees' Retirement System (ERS) to approve a Subscription Agreement for its investment in Reverence Capital Partners Opportunity Fund II, LP on behalf of the Retiree Benefits Trust (OPEB).

**AMOUNT OF MONEY AND SOURCE:**

\$4,000,000.00 - approximately of OPEB funds

No General Fund monies are involved in this transaction.

**BACKGROUND/EXPLANATION:**

The ERS Board of Trustees conducted a search for a private equity investment manager on behalf of the Retiree Benefits Trust and, as a result of that search, selected Reverence Capital Partners, LLC, a private equity fund manager, specializing in financial services companies, to accept an initial OPEB investment of \$4,000,000.00 to be placed with Reverence Capital Partners Opportunity Fund II, LP.

The search and selection process was conducted with the assistance and advice of the ERS's investment advisor, Pension Consulting Alliance.

**MWBOO GRANTED A WAIVER.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**2/13/2019**

Employee Retirement System - Subscription Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested by the Board of Trustees of the Employees' Retirement System (ERS) to approve a Subscription Agreement for investment in Reverence Capital Partners Opportunity Fund II, LP.

**AMOUNT OF MONEY AND SOURCE:**

\$20,000,000.00 - approximately of ERS funds

No General Fund monies are involved in this transaction.

**BACKGROUND/EXPLANATION:**

The ERS Board of Trustees conducted a search for a private equity investment manager and, as a result of that search and selected Reverence Capital Partners, LLC, a private equity fund manager, specializing in financial services companies, to accept an initial investment of \$20,000,000.00 to be placed with Reverence Capital Partners Opportunity Fund II, LP.

The search and selection process was conducted with the assistance and advice of the ERS's investment advisor, Pension Consulting Alliance.

**MWBOO GRANTED A WAIVER.**

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



**AGENDA**

**BOARD OF ESTIMATES**

**2/13/2019**

Department of Housing and - Community Development Block Grant  
Community Development Agreements

The Board is requested to approve and authorize execution of the various Community Development Block Grant (CBDG) Agreements. The period of the agreement is July 1, 2018 through June 30, 2019.

**1. JULIE COMMUNITY CENTER, INC. \$ 43,100.00**

|  |              |
|--|--------------|
| Accounts: 2089-208919-5930-435526-603051 | \$ 9,956.83  |
| 2089-208919-5930-435530-603051           | \$ 16,776.18 |
| 2089-208919-5930-435534-603051           | \$ 10,229.21 |
| 2089-208919-5930-435539-603051           | \$ 6,137.78  |

Julie Community Center, Inc. will utilize the funds to provide a variety of public services to low- and moderate-income persons that reside in Southeast Baltimore. Services will include direct services and/or referrals to emergency social services, health services, youth services and adult education/GED classes.

**2. ST. AMBROSE HOUSING AID CENTER, INC. \$350,000.00**

|  |              |
|--|--------------|
| Accounts: 2089-208919-5930-436191-603051 | \$290,000.00 |
| 2089-208919-5930-434191-603051           | \$ 60,000.00 |

St. Ambrose Housing Aid Center, Inc. will utilize the funds to provide one-on-one pre-purchase counseling to potential homeowners and one-on-one default housing counseling services to low- and moderate-income persons who are in danger of losing their homes. Services will also include, housing counseling, referrals and home assessments to match homeowners with existing space in their homes with tenants seeking affordable housing under the Homesharing Program.

**FOR FY 2019, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$9,900.00, AS FOLLOWS:**

**MBE: \$2,673.00**  
**WBE: \$ 990.00**

**AGENDA**

**BOARD OF ESTIMATES**

**2/13/2019**

DHCD - cont'd

On August 8, 2018, the Board approved the Resolution authorizing the Commissioner of the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to file a Federal FY 2018 Annual Action Plan for the Following formula programs:

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

Upon approval of the resolution, the DHCD's Contracts Section began negotiating and processing the CDBG Agreements as outlined in the plan effective July 1, 2018 and beyond. Consequently, these agreements were delayed due to final negotiations and processing.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**2/13/2019**

Department of Housing and - Non-Construction  
Community Development Consultant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Non-Construction Consultant Agreement with Urban Policy Development, LLC (Consultant). The period of the Non-Construction Consultant Agreement is effective upon Board approval for six months.

**AMOUNT OF MONEY AND SOURCE:**

\$74,366.00 - 1001-000000-1773-179600-603018

**BACKGROUND/EXPLANATION:**

The Department of Housing and Community Development is in need of a Consultant to conduct an analysis of the functionality of the divisions within the agency and advise the Department on organizational restructuring and update business practices and procedures.

The Consultant will provide reports and documents focused on priority identification, current State documentation for two focus areas and solution development and work planning over the course of up to 20 weeks of effort.

**MBE/WBE PARTICIPATION:**

**FOR FY 2019, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$0.00, AS FOLLOWS:**

**MBE: \$0.00**

**WBE: \$0.00**

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

(The Non-Construction Consultant Agreement has been reviewed by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**2/13/2019**

Bureau of the Budget and Management Research (BBMR) - Appropriation Adjustment Order No. 39

---

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Appropriation Adjustment Order No. 39 to transfer within the State's Attorney Office \$197,619.00 in Federal Funds from Services 115: Prosecution of Criminals to Service 786: Victim and Witness Services.

**AMOUNT OF MONEY AND SOURCE:**

\$197,619.00 - From: 4000-400019-1150  
Service 115: Prosecution of Criminals

To: 4000-406219-1156  
Service 786: Victim and Witness Services

**BACKGROUND/EXPLANATION:**

On December 19, 2018, the Board approved acceptance of the Grant Award from the Governor's Office of Crime Control and Prevention entitled, Victim/Witness Unit, in the amount of \$1,748,005.00. The period of the Grant Award is October 1, 2018 through September 30, 2019.

The transfer is necessary in order to provide funding for the Victim/Witness Unit Grant. Initially, funding was appropriated within an unallocated account in the Fiscal Year 2019 Ordinance of Estimates. With this Appropriation Adjustment Order, funding will be moved from the unallocated grant source in accordance with the actual grant award.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**AGENDA**

**BOARD OF ESTIMATES**

**2/13/2019**

Department of Transportation - Minor Privilege Permit Applications

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

|    | <u>LOCATION</u>           | <u>APPLICANT</u>               | <u>PRIVILEGE/SIZE</u>  |
|----|---------------------------|--------------------------------|--|
| 1. | 4 W. North Avenue         | 1900 North Charles Street, LLC | Service connection, 84 linear ft.  |
|    | \$ 294.00 - Annual Charge |                                |  |
| 2. | 4001 Hudson Street        | EVG-Brewers Crossing, LLC      | Conduit - six 4" ducts, two @ 20 linear ft., two @ 49 linear ft., two @ 60 linear ft.  |
|    | \$ 903.00 - Annual Charge |                                |  |
| 3. | 6401 Quad Avenue          | Quad Avenue, LLC               | Conduit - two 4" ducts @ 10 linear ft. each  |
|    | \$ 70.00 - Annual Charge  |                                |  |
| 4. | 1401 William Street       | Fawn Street Associates, LLP    | 2 <sup>nd</sup> floor oriel window 60 sq. ft., 3 <sup>rd</sup> floor oriel window 73 sq. ft., steps and landing 12.5 sq. ft. |
|    | \$5,696.30 - Flat Charge  |                                |  |

**AGENDA**

**BOARD OF ESTIMATES**

**2/13/2019**

Department of Transportation - cont'd

| <u>LOCATION</u>    | <u>APPLICANT</u> | <u>PRIVILEGE/SIZE</u>         |
|--------------------|------------------|-------------------------------|
| 5. 907 Fawn Street | Deborah DiFolco  | Steps and landing<br>5' x 12' |

\$ 140.60 - Flat Charge

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

**AGENDA**

**BOARD OF ESTIMATES**

**2/13/2019**

**PROPOSALS AND SPECIFICATIONS**

1. Department of Public Works/ - SC 7794, Colgate Stormwater  
Office of Engineering and Pumping Station Upgrade  
Construction **BIDS TO BE RECV'D: 3/20/2019**  
**BIDS TO BE OPENED: 3/20/2019**
  
2. Department of Public Works/ - SC 926R, Electrical  
Office of Engineering and Distribution System  
Construction Reliability Improvements,  
Physical Security Upgrades &  
On-Site Power Generation  
at the Patapsco Wastewater  
Treatment Plant  
**BIDS TO BE RECV'D: 3/20/2019**  
**BIDS TO BE OPENED: 3/20/2019**

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

\* \* \* \* \*

The Board is requested to  
approve award of  
the formally advertised contract  
listed on the following page:

39

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



AGENDA

BOARD OF ESTIMATES

2/13/2019

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of General Services

- |    |  |                              |               |
|----|--|------------------------------|---------------|
| 1. | GS 17812, Southern<br>District Police<br>Station Roof<br>Replacement | Simpson of<br>Maryland, Inc. | \$613,000.000 |
|----|--|------------------------------|---------------|

MBE/WBE PARTICIPATION:

**MBE GOALS: 28% AND WBE GOALS: 9%**

|                 |  |                            |                      |
|-----------------|--|----------------------------|----------------------|
| <b>MBE:</b>     | Willoughby Construction, LLC             | \$ 66,574.00               | 11.00%               |
|                 | Nisell Plumbing & Heating,<br>Inc.       | 62,156.00                  | 10.00%               |
|                 | Stokit Supply Company, Inc.              | <u>42,910.00</u>           | <u>7.00%</u>         |
|                 |  | <b><u>\$171,640.00</u></b> | <b><u>28.00%</u></b> |
| <br><b>WBE:</b> | <br>Acorn Supply & Distributing,<br>Inc. | <br>\$13,792.50            | <br>2.00%            |

The Bidder did not meet the WBE goal. Bidder requested a waiver of the WBE goal, however they did not show a good faith effort in meeting the WBE goal.

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

**AGENDA**

**BOARD OF ESTIMATES**

**2/13/2019**

Mayor's Office of Human Services - Ratification of Agreement

**ACTION REQUESTED BY B/E:**

The Board is requested to ratify an Agreement with Associated Catholic Charities, Inc. The period of the Agreement is June 25, 2018 through August 10, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$100,000.00 - 2026-000000-1772-751600-603051

**BACKGROUND/EXPLANATION:**

Associated Catholic Charities, Inc. will utilize the funds to offset the operating costs of the summer Head Start services located in and around the Casino Impact Area. The Associated Catholic Charities, Inc. enrolled screened and maintained a full enrollment of 136 Head Start eligible children.

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

**MBE/WBE PARTICIPATION:**

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE.**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**2/13/2019**

Department of Public Works/Office - Agreement  
of Engineering and Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with Johnson, Mirmiran & Thompson, Inc. under Project No. 1270R. The period of the agreement is effective upon Board approval for three years or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$2,496,990.91 - 9956-904941-9551-900020-703032

**BACKGROUND/EXPLANATION:**

The Office of Engineering & Construction is in need of On-Call Project and Construction Management services to further evaluate, prepare a design memorandum, and develop contract documents to accomplish the rehabilitation of the High Level Interceptor. These improvements were identified as a result of previous inspection of the High Level Interceptor revealing defective areas along the pipe and multiple sinkholes that have occurred as a result of structure failure of the existing unreinforced concrete pipe.

The scope of services will provide the necessary engineering design services to rehabilitate the High Level Interceptor and provide the City with a long term solution for an aging piece of its critical infrastructure. The following scope of work is divided into five tasks as follows: Project Management, Document Review and Design Memorandum, Field Investigations, Permits and Railroad and Design Services.

**MBE/WBE PARTICIPATION:**

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals assigned to this agreement MBE: 27% and WBE: 10%.

**AGENDA**

**BOARD OF ESTIMATES**

**2/13/2019**

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

|  |               |        |
|--|---------------|--------|
| <b>MBE:</b> DM Enterprises of Baltimore, LLC | \$125,000.00  | 5.01%  |
| Kumi Construction Management                 | 50,000.00     | 2.00%  |
| Savin Engineers, PC                          | 450,000.00    | 18.02% |
| DMY Engineers Consultants                    | 50,000.00     | 2.00%  |
| Total MBE:                                   | \$ 675,000.00 | 27.03% |
| <br><b>WBE:</b> Albrecht Engineering, Inc.   | \$150,000.00  | 6.01%  |
| Rossi Transportation Group                   | 100,000.00    | 4.00%  |
| Total WBE:                                   | \$250,000.00  | 10.01% |

**MWBOO FOUND CONSULTANT IN COMPLIANCE.**

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

(The On-Call Consultant Agreement for Project Number 1270R has been approved by the Law Department as to form and legal sufficiency.)

**TRANSFER OF FUNDS**

| <u>AMOUNT</u>             | <u>FROM ACCOUNT</u>          | <u>TO ACCOUNT</u>  |
|---------------------------|------------------------------|--------------------|
| <b>\$2,696,750.18</b>     | 9956-922034-9549             | 9956-904941-9551-3 |
| (Wastewater Revenue Bond) | High Level Interceptor Rehab | (Design)           |

This transfer will cover the costs of 1270R - (SC-985 Wastewater Engineering Services for the Rehabilitation of the High Level Interceptor.

(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**

**2/13/2019**

Health Department - Agreements

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

|                                    | <u>Rate of Pay</u> | <u>Amount</u>       |
|------------------------------------|--------------------|---------------------|
| 1. <b>GRANDFAMILY MATTERS, LLC</b> | \$21.42 per hour   | <b>\$ 44,553.60</b> |

Account: 4000-436119-3255-316200-603026

GrandFamily Matters, LLC, Consultant, will serve as Liaison for the Grandparents as Parents (GAP) Program. The Consultant will visit communities and neighborhoods and develop a relationship with community organizations and residents through frequent visits or telephone calls to foster, support, and encourage participation in the GAP Program. In addition, the Consultant will oversee all aspects of the GAP support groups with Baltimore City Public School as well as with community support groups and other contractual entities providing services to the target population, and perform related work as required. The period of the agreement is October 1, 2018 through September 30, 2019.

The agreement is late because of administrative delays.

|   |  |                     |
|---|--|---------------------|
| 2. <b>BLACK MENTAL HEALTH ALLIANCE FOR EDUCATION AND CONSULTATION, INC.</b> |  | <b>\$ 65,000.60</b> |
|---|--|---------------------|

Account: 5000-570319-3041-605800-603051

The Black Mental Health Alliance for Education and Consultation, Inc. will work with the Department on tobacco control issues that relate to the illegal sale of tobacco products. The period of the agreement is July 1, 2018 through June 30, 2029.



**AGENDA**

**BOARD OF ESTIMATES**

**2/13/2019**

Health Department - cont'd

5. **A BLESSING AWAY FROM HOME, LLC,** **\$ 15,600.60**

Account: 5000-534019-3254-767806-607001

Under the terms of this Senior Assisted Living Group Home Subsidy Program Provider Service Agreement, the Department will disburse State Subsidized Assisted Housing Funds to A Blessing Away From Home, LLC to provide services for the assisted living group home located at 3512 and 3514 Menlo Drive, Baltimore, Maryland.

This facility will provide subsidized senior assisted housing services for low-income individuals 62 years of age and older, who have temporary or periodic difficulties with the activities of daily living. The Senior Assisted residents receive shelter, meals, housekeeping, personal care services, and 24-hour on-site supervision. The period of the Senior Assisted Living Group Home subsidy Program Provider Service Agreement is July 1, 2018 through June 2019.

The Senior Assisted Living Group Home Subsidy Program Provider Service Agreement is late because of administrative delays.

6. **THE JOHNS HOPKINS UNIVERSITY/SCHOOL OF MEDICINE (JHU SOM)** **\$416,555.00**

Account: 4000-427718-3023-599610-603051

Under the terms of this agreement, the JHU SOM will provide primary care medical services in the Department's Early Intervention Initiative Program Clinics. The program is focused on preventing the spread of HIV and sexually transmitted diseases. The services will be performed by

**AGENDA**

**BOARD OF ESTIMATES**

**2/13/2019**

Health Department - cont'd

midlevel clinicians, who are experienced and trained to provide HIV medical care and treatment. The period of the agreement is March 1, 2018 through February 28, 2019.

The agreement is late because budget revisions delayed its processing.

**MWBOO GRANTED A WAIVER.**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

7. **BEHAVIORAL HEALTH SYSTEM BALTIMORE** **\$ 67,295.00**  
**(BHSB)**

Account: 5000-567319-3070-287900-405001

Under the terms of this Sub-Vendor Contract, the BHSB, in collaboration with the Department's Field Health Services Division, will provide delivery of methadone to Opioid Treatment Program (OTP) consumers who are unable to get to their home OTP due to medical fragility, or participation in inpatient substance use disorder treatment. This service provides patients at Opioid Maintenance Treatment (OMT) clinics the opportunity to eliminate disruption to the recovery process while increasing access to integrated health services.

Glenwood Life Counseling Center will receive medication orders and dispense methadone in locked boxes for delivery to Methadone Home Delivery (MHD) consumers. The Department's Field Health Services staff will transport the methadone from Glenwood Life Counseling Center to the following locations, as appropriate, consumers' homes, medical facilities (i.e., nursing home or rehabilitation facility). This Sub-Vendor Contract will allow the BHSB to reimburse the Department for MHD services provided by its Field Health Division.



**AGENDA**

**BOARD OF ESTIMATES**

**2/13/2019**

Health Department - cont'd

The period of the Sub-Vendor Contract is July 1, 2018 through June 30, 2019.

This Sub-Vendor Contract is late because of delays in the administrative review process.

8. **UNITED STATES FOOD AND DRUG ADMINISTRATION/ASSOCIATION OF FOOD AND DRUG OFFICIALS (AFDO) \$ 16,209.00**

Account: 4000-429619-3021-271300-406001

The Department received a Grant Award from the United States Food and Drug Administration/Association of Food and Drug Officials (AFDO).

Under the terms of this Grant Award Agreement, the Department's Environmental Inspection (EIS) program will use a web-based Quality management System to conduct retail food inspections. The system went live in January 2016. It allows the staff to conduct inspections on a handheld device instead of paper. This allows for reports to be clear, consistent, and legible. The inspections contain standardized language that supports COMAR 10.15.03 and the Baltimore City Health Code and helps staff to identify potential food safety risk and identify risks in food-related illnesses.

The Department received a grant from AFDO to purchase new tablets with a larger screen and service contracts with Verizon through the Municipal Telephone Exchange (MTE). The proposed project will allow the EIS program to purchase new tablets for staff to use in the field. The larger screen will provide greater accessibility to customers who cannot read small print on the current phones and help the program

**AGENDA**

**BOARD OF ESTIMATES**

**2/13/2019**

Health Department - cont'd

to input data more proficiently and reduce errors. The period of the Grant Award Agreement is January 1, 2019 through December 31, 2019.

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

**APPROVED FOR FUNDS BY FINANCE**

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

**AGENDA**

**BOARD OF ESTIMATES**

**2/13/2019**

Health Department - Ratification of Grant Adjustment Notices

**ACTION REQUESTED OF B/E:**

The Board is requested ratify Grant Adjustment Notices (GAN) Nos. 0, 1, 2, and 3 from the Governor's Office of Crime Control and Prevention. The GAN No. 3 extends the period of the award through September 30, 2019.

**AMOUNT OF MONEY AND SOURCE:**

No additional funding is associated with this action.

**BACKGROUND/EXPLANATION:**

On April 25, 2018, the Board approved the Grant Award from the Governor's Office of Crime Control and Prevention, in the amount of \$148,730.00 for the period of October 1, 2017 through September 30, 2018, The grant provided funds to support the Safe Streets Baltimore violence prevention activities at the Family Health Centers of Baltimore - Cherry Hill and Living Classrooms Foundation - McElderry Park sites.

The Board also approved the Appropriation Adjustment Order No. 64 to transfer Federal funds within the Health Department from Service 715: Administration to Service 316: Youth Violence Prevention.

GAN No. 0, approved the change in the budget for the Department to hire and supervise Certified Peers.

GAN No. 1, approved the change in the Project Director from Dedra Layne to Victoria Bryan.

GAN No. 2, approved the change in Project Director from Victoria Bryan to Dedra Layne, as Ms. Bryan was no longer in the position.

**AGENDA**

**BOARD OF ESTIMATES**

**2/13/2019**

Health Department - cont'd

GAN No. 3, approved a no-cost time extension of the project through September 30, 2019 to allow the Department time to complete Safe Streets Baltimore program services.

The GAN's are late because of the delay in receiving documentation.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE.**

**AUDITS NOTED THE NO COST TIME EXTENSION.**

**AGENDA**

**BOARD OF ESTIMATES**

**2/13/2019**

Health Department - Notification of Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of the Notification of Grant Award (NGA) from the Maryland Department of Aging (MDoA). The period of the NGA was July 1, 2018 through May 31, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$10,728.00 - 4000-436419-3044-761900-404001

**BACKGROUND/EXPLANATION:**

This NGA provides funding for outreach, education and counseling, an anti-fraud program to increase older adult awareness of health care fraud, and to assist individuals in resolving fraud issues.

The NGA 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 terms and conditions of the Notification of Grant Award have been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**2/13/2019**

Health Department - Notification of Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of the Notification of Grant Award (NGA) from the Maryland Department of Aging (MDoA). The period of the NGA was September 30, 2018 through September 29, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$18,917.00 - 5000-575919-3044-273300-405001

**BACKGROUND/EXPLANATION:**

This NGA will allow the Department to expand outreach, education and counseling services to Medicare beneficiaries. As a result of outreach services, beneficiaries will obtain help to apply for benefits related to Medicare.

The NGA 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 terms and conditions of the Notification of Grant Award have been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**2/13/2019**

Health Department - Notification of Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of the Notification of Grant Award (NGA) from the Maryland Department of Aging (MDoA). The period of the NGA is July 1, 2018 through June 30, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$588,815.00 - 5000-534019-3254-767800-607001

**BACKGROUND/EXPLANATION:**

This NGA will allow the Department to accept and utilize funds received from the MDoA for State funded programs. These funds will be used to provide a variety of services for older adults residing in the City.

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

**APPROVED FOR FUNDS BY FINANCE**

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

(The terms and conditions of the Notification of Grant Award have been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**2/13/2019**

Health Department - Amendments to Notice of Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the Amendments to Notice of Award (NoA) from the U.S. Department of Health and Human Services, Centers for Medicare and Medicaid Services.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On June 27, 2018, the Board approved the initial NoA in the amount of \$709,129.00 for the period of May 1, 2018 through April 30, 2019.

The Amended NoA dated November 9, 2018, approved the Department's revised implementation Plan and budget and Shelly Choo, as the Project Director.

The Amended NoA dated November 26, 2018, approved the Department's carryover request in the amount of \$426,848.00 from Year 1 (May 1, 2017 through April 30, 2018) to Year 2 (May 1, 2018 through April 30 2019), making the total award amount \$1,135,977.00 for Year 2.

All other terms and conditions remain the same.

The Amendments to NoA are late because of a delay in the administrative process.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

(The Amendments to Notice of Award have been approved by the Law Department as to form and legal sufficiency.)



**AGENDA**

**BOARD OF ESTIMATES**

**2/13/2019**

Health Department - Amendment No. 4 to Notice of Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify Amendment No. 4 to Notice of Grant Award (Amendment No. 4) from the Corporation for National and Community Service.

**AMOUNT OF MONEY AND SOURCE:**

(\$107,102.84) - 4000-423518-3110-569000-404001

**BACKGROUND/EXPLANATION:**

On August 12, 2015, the Board approved the original grant award for \$296,031.00 for the period of July 1, 2015 through June 30, 2016.

On October 12, 2016, the Board approved Amendment No. 1 for \$296,031.00 for the period of July 1, 2016 through June 30, 2017, making the total amount \$592,062.00.

On October 4, 2017, the Board approved Amendment No. 2 for a reduction of the grant award by (\$78,407.89) for the period of July 1, 2016 through June 30, 2017, making the total amount \$513,654.11.

On February 7, 2018, the Board approved Amendment No. 3 for \$296,031.00 and extended the period through June 30, 2018, making the total award amount \$809,685.11.

This Amendment No. 4 will reduce the award by (\$107,102.84) for a final grant award amount of \$702,582.27. Amendment No 4 will allow the Department to finalize the grant reports.

The Amendment No. 4 is late because of administrative delays.

**AGENDA**

**BOARD OF ESTIMATES**

**2/13/2019**

Health Department - cont'd

**APPROVED FOR FUNDS BY FINANCE**

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

(The Amendment No. 4 to Notice of Grant Award has been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**2/13/2019**

Health Department - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve payment to Epic Developmental Services (EPIC) for the Baltimore Infants & Toddlers Program.

**AMOUNT OF MONEY AND SOURCE:**

\$12,868.00 - 10/31/16  
11,322.50 - 11/30/16  
34,050.00 - 7/5/17  
**\$58,240.50** - 6000-626317-3080-513200-603051

**BACKGROUND/EXPLANATION:**

On June 14, 2017, the Board approved the agreement with EPIC for \$250,866.00 for the period of July 1, 2016 through June 30, 2017.

Due to an increased need for additional early intervention services, EPIC was requested to continue services even though the budgeted amount was fully expended. Because of an oversight, the agreement was not amended during the grant period so that the Department could reimburse EPIC for additional services.

This Expenditure of Funds is late because of budget shortfalls delaying processing.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**AGENDA**

**BOARD OF ESTIMATES**

**2/13/2019**

Department of Audits - Audit Report

The Board is requested to **NOTE** receipt of the following Audit Report:

1. Maryland 9-1-1 Emergency System Program of Baltimore City, Maryland Actual Receipts and Expenditures Report Fiscal Year Ended June 30, 2018.

**AGENDA**

**BOARD OF ESTIMATES**

**2/13/2019**

Department of General Services - FY 2018 Vehicle Audit  
Status Report

The Board is requested to **NOTE** receipt of the Department of General Services FY 2018 Vehicle Audit Status Report.

Last year, the Board of Estimates requested the Department of General Services to report back to the Board with an update the Audit of City Vehicles. The Department of General Services (DGS) has completed a comprehensive audit on all of the City's vehicular assets to ensure that the information contained in the DGS Fleet Management's database was accurate and that all assets were properly recorded. The Audit conducted covered the time frame from April 4, 2018 to July 27, 2018.

Results:

Out of 4,294 vehicular assets considered for auction, DGS Fleet Management received information on 4,294 assets (response rate 100%). The DGS Fleet Management also physically inspected 94 assets (2.1%).

During the audit period, 338 vehicles that were overdue for preventative maintenance were brought in for service.

At the conclusion of the audit, 166 assets were reported as untraceable. Impacted agencies were instructed to file police reports for those vehicles. Upon receiving police reports for the untraceable assets, DGS Fleet Management will remove them from the database.

During the audit process, DGS Fleet Management discovered that 741 assets needed account number changes in the system. Subsequently, DGS Fleet Management updated the account information for all of those assets.

AGENDA

BOARD OF ESTIMATES

2/13/2019

TRAVEL REQUESTS

| <u>Name</u>           | <u>To Attend</u>   | <u>Fund Source</u> | <u>Amount</u> |
|-----------------------|--|--------------------|---------------|
| <u>Mayor's Office</u> |  |                    |               |
| 1. Shonte Eldridge    | 2019 X4 Experience Summit/Qualtrics Salt Lake City, UT March 4 - 8, 2019 (Reg. Fee \$0.00) | General Funds      | \$1,682.46    |

The subsistence rate for this location is \$181.00 per night. The cost of the hotel is \$239.00 per night plus taxes of \$32.67 per night. The Mayor's Office is requesting additional subsistence of \$58.00 per day to cover the cost of the hotel and \$40.00 per day for meals and incidentals. The airfare for \$97.82 and hotel cost of \$1,086.68 were prepaid using a City-issued credit card assigned to Ms. Renee Newton. Therefore, the disbursement to Ms. Eldridge is \$497.96.

Police Department

|                                       |  |                       |            |
|---------------------------------------|--|-----------------------|------------|
| 2. Tatiana Anderson<br>Rebecca Sloman | Basic Bloodstain pattern Analysis Course Phoenix, AZ Mar. 11 - 16, 2019 (Reg. Fee \$655.00 each) | Asset Forfeiture Fund | \$3,505.95 |
|---------------------------------------|--|-----------------------|------------|

The subsistence rate for this location is \$228.00 per night. The cost of the Airbnb is \$69.33 per night, plus taxes of \$25.67 per night for a total of \$570.03.

The airfare in the amount of \$512.96 and the registration fee in the amount of \$655.00 for each attendee were prepaid on a City-issued credit card assigned to Mr. Tribhuvan Thacker.

**AGENDA**

**BOARD OF ESTIMATES**

**2/13/2019**

**TRAVEL REQUESTS**

Police Department

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|-------------|------------------|--------------------|---------------|
|-------------|------------------|--------------------|---------------|

Ms. Anderson and Ms. Sloman will share the Airbnb that has been prepaid with Ms. Anderson's credit card. The cost of the Airbnb will be disbursed to Ms. Anderson.

The Department is requesting subsistence in the amount of \$40.00 per day for meals and incidentals for each attendee. Therefore, Ms. Anderson will be disbursed \$870.03. Ms. Sloman will be disbursed \$300.00.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the City representative's absence involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

**RETROACTIVE TRAVEL/TRAVEL REIMBURSEMENT**

Mayor's Office

- |                      |  |               |            |
|----------------------|--|---------------|------------|
| 3. Catherine E. Pugh | 87 <sup>th</sup> Winter Meeting<br>of the United States<br>Conference of Mayors<br>Washington, DC<br>Jan. 23 - 25, 2019<br>(Reg. Fee \$900.00) | General Funds | \$1,709.24 |
|----------------------|--|---------------|------------|

On January 23, 2019 Ms. Pugh traveled to Washington, DC, to attend the 87<sup>th</sup> Winter Meeting of the United States Conference of Mayors. The subsistence rate for this location was \$257.00 per day. The hotel rate was \$352.00 per night, plus hotel taxes

AGENDA

BOARD OF ESTIMATES

2/13/2019

RETROACTIVE TRAVEL/TRAVEL REIMBURSEMENT

Mayor's Office

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|-------------|------------------|--------------------|---------------|
|-------------|------------------|--------------------|---------------|

of \$52.62 per day. Additional subsistence of \$95.00 per night to cover the cost of the hotel is requested. The hotel cost of \$704.00, hotel tax of \$105.24 and registration fee of \$900.00 were prepaid using a City-issued procurement card assigned to Ms. Renee Newton. No reimbursement is requested.

The request is late because all required information was not available in sufficient time for Board approval.

- |    |            |  |               |            |
|----|------------|--|---------------|------------|
| 4. | Afra White | 87 <sup>th</sup> Winter Meeting<br>of the United States<br>Conference of Mayors<br>Washington, DC<br>Jan. 23 - 25, 2019<br>(Reg. Fee \$900.00) | General Funds | \$2,161,19 |
|----|------------|--|---------------|------------|

On January 23, 2019 Ms. White traveled to Washington, DC, to attend the 87<sup>th</sup> Winter Meeting of the United States Conference of Mayors. The subsistence rate for this location was \$257.00 per day. Additional subsistence of \$95.00 per day to cover the cost of the hotel is requested. The hotel cost was \$352.00 per day, plus hotel taxes of \$52.62 per day. The hotel cost of \$1,056.00, hotel tax of \$157.86 and registration fee of \$900.00 were prepaid using a City-issued procurement card assigned to Ms. Renee Newton. Ms. White personally incurred the cost of the round-trip mileage.

TRAVEL REIMBURSEMENT

**\$47.33** - Mileage (81.60 miles x 0.58)

The request is late because all required information was not available in sufficient time for Board approval.



AGENDA

BOARD OF ESTIMATES

2/13/2019

RETROACTIVE TRAVEL/TRAVEL REIMBURSEMENT

Mayor's Office

| <u>Name</u>     | <u>To Attend</u>   | <u>Fund Source</u> | <u>Amount</u> |
|-----------------|--|--------------------|---------------|
| 5. Karen Stokes | 87 <sup>th</sup> Winter Meeting of the United States Conference of Mayors (USCM) Washington, DC Jan. 23 - 25, 2019 (Reg. Fee \$900.00) | General Funds      | \$1,756.57    |

Ms. Stokes traveled to the 87<sup>th</sup> Winter Meeting of the USCM in Washington, DC on January 23 - 25, 2019.

The subsistence rate for this location is \$257.00 per night. The cost of the hotel was \$352.00 per night, plus taxes of \$52.62 per night. Additional subsistence of \$95.00 per day is requested to cover the cost of the hotel.

The hotel fees, hotel taxes, additional hotel subsistence in the amount of \$95.00 per night, and the registration fee were prepaid on a City-issued credit card assigned to Ms. Renee Newton. Ms. Stokes personally incurred the cost of the round-trip mileage.

REIMBURSEMENT

\$47.32 - Mileage (81.60 miles x \$0.58)

This travel is late because all of the supporting documentation was not received in sufficient time for the Board's approval.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**AGENDA**

**BOARD OF ESTIMATES**

**2/13/2019**

**TRAVEL REQUESTS**

| <u>Name</u>                               | <u>To Attend</u>  | <u>Fund Source</u> | <u>Amount</u> |
|---|---|--------------------|---------------|
| <u>Employees' Retirement System (ERS)</u> |   |                    |               |
| 6. Joan Pratt                             | 113 <sup>th</sup> Government Finance Officers Association Annual (GFOA) Conference and Pre-Conference Seminars<br>Los Angeles, CA<br>May 17, - 18, 2019<br>Pre-Conference (Seminar Fees \$640.00)<br>May 19 - 22, 2019<br>Annual Conference (Reg. Fee \$420.00) | Special Funds-ERS  | \$3,611.36    |

The subsistence rate for this location is \$246.00 per night. The hotel rate is \$269.00 per night, plus hotel taxes in the amount of \$42.23 per night. The ERS is requesting additional subsistence in the amount of \$23.00 per day for hotel costs and \$40.00 per day for meals and incidentals.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request, if the City representative's absence involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

**12:00 NOON**

**ANNOUNCEMENTS OF BIDS RECEIVED**

**AND**

**OPENING OF BIDS, AS SCHEDULED**