

**NOTICE:**

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 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., in 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

**BOARD OF ESTIMATES' AGENDA - APRIL 18, 2018**

**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:

3C Drilling, LLC	\$8,000,000.00
Constructure, Inc.	\$3,730,000.00
Dvorak, LLC	\$8,000,000.00
Hot & Cold Corporation	\$8,000,000.00
McCrossin Foundations, LLC	\$3,270,000.00
MSP Superior Services, Inc.	\$1,500,000.00
Temp Air Company	\$1,500,000.00
William T. King, Inc.	\$1,500,000.00

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:

DM Enterprises of Baltimore, LLC	Engineer
Precision Measurements, Inc.	Land Survey

EXTRA WORK ORDERS

\* \* \* \* \*

The Board is requested to approve  
all of the Extra Work Orders  
as listed on the following page:

3

The EWOs have been reviewed and approved  
by the Department of Audits, CORC, and  
MWBOO unless otherwise indicated.

AGENDA

BOARD OF ESTIMATES

04/18/2018

EXTRA WORK ORDERS

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

1. EWO #005, (\$110,246.92) - TR 09301R, Installation of Variable Message Signs Citywide  

\$1,492,770.86	\$525,576.90	Bruce & Merrilees Electric Co.	-	-
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This authorization provides for payments of overrun items, deduction of amounts not needed due to underrun or not used items, and to balance out the contract.

DBE PARTICIPATION:

The contractor met 19.86% of the established 20% DBE goal.

2. EWO #006, (\$341,095.20) - TR 09305, Fairfield Ecological Industrial Park  

\$4,877,475.30	\$413,657.25	P. Flanigan & Sons, Inc.	-	-
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This authorization provides for payments of overrun items, deduction of amounts not needed due to underrun or not used items, and to balance out the contract.

DBE PARTICIPATION:

The contractor met 28.99% of the established 30% DBE goal.

TRANSFERS OF FUNDS

\* \* \* \* \*

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

5

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

04/18/2018

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. <b>\$500,000.00</b>	9910-903975-9587	9910-905121-9588
General Funds	Capital Administration (Reserve)	Capital Administration

This transfer will move appropriations in accordance with the FY 2018 Ordinance of Estimates for administrative costs associated with the management of the Department's funded capital projects and programs.

2. <b>\$ 50,000.00</b>	9910-902985-9587	9910-906984-9588
Mayor & City Council Revenue	Housing Development	Cherry Hill Early Head Start

The City is the grantee and the HABC is the beneficiary of a \$50,000.00 State of Maryland Capital Grant for the redevelopment of the Cherry Hill Early Head Start Center. The State's Grant Agreement requires a one-for-one match. This transfer provides evidence of the availability of match funds.

3. <b>\$ 70,000.00</b>	9998-910985-9587	9998-909716-9593
Comm. Dev. Block Grant 43	Housing Development (Reserve)	Adopt A Block

This transfer will provide funding to support the rehabilitation of a vacant property obtained through the City's Vacant to Values program.

**AGENDA**

**BOARD OF ESTIMATES**

**04/18/2018**

Department of Law - Settlement Agreement and Release

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Settlement Agreement and Release of a claim filed by Mr. Donovan Hand against Sgt. Stephen Wilson, Denise Gore, Jordan Deremer, and Fareed Muhammad for assault and battery and related theories.

**AMOUNT OF MONEY AND SOURCE:**

\$90,000.00 - 1001-000000-2041-716700-603070

**BACKGROUND/EXPLANATION:**

On May 7, 2015, at about 11:00 p.m., Officers Deremer and Muhammad, and Sergeant Wilson responded to the rear of a row house in Mount Vernon in response to a report of an armed robbery/break-in. Upon arrival they encountered a bloodied individual and they observed a shotgun nearby. The claimant, Mr. Donovan Hand, was present at the scene and reported that he had heard a commotion and witnessed three individuals running from the location, one of whom threatened Mr. Hand with a knife.

Sometime thereafter, Detective Gore arrived and apparently insisted that Mr. Hand come to the District Station to give a formal statement as a material witness to the crime. Mr. Hand refused to go to the station saying he had an early morning job interview and offered to appear at the station later the next day.

After further verbal exchanges and some physical contact between Mr. Hand and the officers, Mr. Hand was tackled by Officer Muhammad and Sergeant Wilson, incurring a broken nose and other injuries. Mr. Hand was ultimately transported to the District where he was interviewed and released without charge.

**AGENDA**

**BOARD OF ESTIMATES**

**04/18/2018**

Department of Law - cont'd

Weeks later, however, he was charged with an assault on Sergeant Wilson and arrested. He spent three nights in custody, during which he was assaulted. The charges were ultimately nol prossed. While the law allows police to detain a witness to a serious crime for questioning, the precise circumstances of this matter are subject to serious dispute.

Based on a review of the facts and legal issues specific to this case, the Settlement Committee of the Law Department recommends that the Board of Estimates approve the settlement as in the best interest of the City.

**APPROVED FOR FUNDS BY FINANCE**

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



**AGENDA**

**BOARD OF ESTIMATES**

**04/18/2018**

Space Utilization Committee - Lease Agreement Renewal

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Lease Agreement Renewal with Potts and Callahan, Inc., Lessee, for the rental of a portion of property known as a rectangular parcel of land 100' x 220' (said parcel being a portion of Lot 8 in block 3642D situated about 100' NE of the 2700 block of Falls Road) abutting property owned by Potts and Callahan, Inc. The period of the Lease Agreement is May 1, 2018 through April 30, 2023.

**AMOUNT OF MONEY AND SOURCE:**

Year 1 - \$ 8,955.49  
Year 2 - \$ 9,224.05  
Year 3 - \$ 9,500.77  
Year 4 - \$ 9,785.79  
Year 5 - \$10,079.36

**BACKGROUND/EXPLANATION:**

On April 17, 2013, the Board approved the original Lease Agreement for the period of May 1, 2013 through April 30, 2018, with one 5-year renewal option. Potts and Callahan, Inc. has exercised their renewal option.

All other terms and conditions and provisions of the Lease Agreement dated April 17, 2013, will remain in full force and effect.

**AGENDA**

**BOARD OF ESTIMATES**

**04/18/2018**

Department of Real Estate - Agreement of Sale

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Agreement of Sale for City-owned property known as the WS Scott Street 94' N. Carroll Street (Block 851, Lot 10) with Pigtown Main Street, Inc., Purchaser.

**AMOUNT OF MONEY AND SOURCE:**

\$46,000.00

**BACKGROUND/EXPLANATION:**

The authority to sell this property was approved on March 17, 2017 by City Council Ordinance No. 17-008. The Purchaser will use the property for off street parking for community and special events and/or any uses permitted under the existing or future zoning.

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

**AGENDA**

**BOARD OF ESTIMATES**

**04/18/2018**

Department of Real Estate - Lease Agreement Renewal

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the renewal option of the Lease Agreement with Mondawmin Business Trust, Landlord, for the rental of a portion of the property known as Mondawmin Retail Center, located in the shopping center generally known as Mondawmin Mall, 2401 Liberty Heights Avenue, being on the lower level, consisting of approximately 2,270 square feet. The period of the renewal of the Lease Agreement is May 1, 2018 through April 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**

	<u>Annual Rent</u>	<u>Monthly Installments</u>
Renewal Year One -	\$43,976.05	\$3,664.67
Renewal Year Two -	\$44,855.57	\$3,737.96

Account: 4000-423218-3080-294100-603013

**BACKGROUND/EXPLANATION:**

On October 26, 2016, the Board approved the original Lease Agreement with Mondawmin Business Trust for the period May 1, 2016 through April 30, 2018, with the option to renew for an additional two-year period. The leased premises will be used by the Department of Health's Maternal and Child Health Services and the Well Baby Clinic (WIC) Center.

The City now wishes to exercise its renewal option for the two-year period of May 1, 2018 through April 30, 2020. All other terms, conditions, and provisions of the original Lease Agreement will remain in full force and effect.

**APPROVED FOR FUNDS BY FINANCE**

AGENDA

BOARD OF ESTIMATES

04/18/2018

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
Department of Housing and - Rescission of Condemnation/Approval Community Development of Option			
1. Jeb Stuart Fries	712 Mura Street	G/R \$160.00	\$ 1,333.33

Funds are available in account no. 9910-906126-9588-900000-704040, FY17 CORE Project.

On February 7, 2018, the Board approved the acquisition of the \$1,333.33 ground rent interest, by condemnation, in the property located at 712 Mura Street. Since the original Board approval the owner has agreed to the sale price in the amount of \$1,333.33 for 712 Mura Street and would like to proceed with a voluntary settlement. Therefore, the Board is requested to rescind the prior condemnation approval and approve the option agreement for 712 Mura Street in the amount of \$1,333.33.

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

**AGENDA**

**BOARD OF ESTIMATES**

**04/18/2018**

Health Department - No-Cost Time Extension to Memorandum of Agreement

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**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the No-Cost Time Extension to Memorandum of Agreement (MOA) with CareFirst BlueCross BlueShield. The No-Cost Time Extension will extend the period of the MOA through June 30, 2018.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On August 10, 2016, the Board approved the MOA in the amount of \$2,250,000.00 for the period of July 1, 2016 through June 30, 2019.

The MOA contained special terms for multi-year grant funding: \$750,000.00 for July 1, 2016 through June 30, 2017 (Fiscal Year 2017), \$750,000.00 for July 1, 2017 through June 30, 2018 (Fiscal Year 2018), and \$750,000.00 for July 1, 2018 through June 30, 2019 (Fiscal Year 2019).

On March 15, 2018, the Department requested approval from CareFirst to extend the Fiscal Year 2017 spending period through June 30, 2018 (Fiscal Year 2018).

On March 21, 2018, CareFirst approved the grant budget modification and extension of the Fiscal Year 2017 spending period through June 30, 2018.

This extension will allow the Department to cover services for the B'more for Healthy Babies Initiative, Maternal and Infant Care, Home Visiting and Baltimore Infants & Toddlers.

**AGENDA**

**BOARD OF ESTIMATES**

**04/18/2018**

Health Department - cont'd

This No-Cost Extension is late because of a delay at the administrative level.

**AUDITS NOTED THE TIME EXTENSION.**

**APPROVED FOR FUNDS BY FINANCE**

(The No-Cost Time Extension to Memorandum of Agreement has been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**04/18/2018**

Health Department - Agreements and Ratification of Amendment to Agreement

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The Board is requested to approve and authorize execution of the various Agreements and ratification of Amendment to Agreement.

AGREEMENTS

1. **THE JOHNS HOPKINS UNIVERSITY** **\$20,000.00**

Account: 6000-618518-3001-568000-603051

The Johns Hopkins Bloomberg School of Public Health will provide technical assistance and evaluation services for the Baltimarket Healthy Stores Program. The period of the Agreement is July 1, 2017, through June 30, 2018.

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

2. **THE JOHNS HOPKINS UNIVERSITY/SCHOOL OF NURSING (JHUSON)** **\$10,731.60**

Account: 4000-499918-3080-294200-603051

The Fetal and Infant Mortality Review (FIMR) program, operated by the Health Department, enhances the health and well-being of women, infants, and families by improving the community resources and service delivery systems available to them in Baltimore City. The FIMR brings together key members of the community to examine individual cases of fetal and infant death to identify factors that contributed to those deaths, determine whether those factors represented system problems that require change, make recommendations for change, and assist in the implementation of recommendations.

The Department will work with JHUSON to obtain maternal interviews for cases that meet FIMR criteria, provide resources to mothers who have experienced a fetal or infant loss, and support graduate students to undertake projects related to FIMR. The FIMR Case Review Team will use this work to improve outreach and utilization of bereavement support and home visiting services.

**AGENDA**

**BOARD OF ESTIMATES**

**04/18/2018**

Health Department - cont'd

The period of the Agreement is July 1, 2017, through June 30, 2018.

The Agreement is late because of delays in receiving the required documentation.

**3. KENNEDY KRIEGER INSTITUTE, INC. (KKI) \$161,053.75**

<u>Number of Cases</u>	<u>Cost Per Case</u>	
140 - Initial Case Management	\$250.00	\$ 35,000.00
320 - Individualized Family Service Plan (annual)	\$137.50	\$ 44,000.00
1,473 - On-going Case Management	\$ 75.00	\$110,475.00
	Less 15% Administrative Fee	(\$ 28,421.25)

Account: 6000-622118-3080-294300-603051

The KKI will provide health-related early intervention/case management services to eligible patients for the Baltimore Infants and Toddlers Program. The KKI will be reimbursed according to the Department's Health and Mental Hygiene policies for the Medical Assistance Program. The KKI will directly bill the Department \$189,475.00 and request reimbursement less a 15% administrative fee in the amount \$28,421.28. The period of the Agreement is July 1, 2017 through June 30, 2018.

The Agreement is late because budget revisions delayed processing.

**MWBOO GRANTED A WAIVER.**



**AGENDA**

**BOARD OF ESTIMATES**

**04/18/2018**

Health Department - cont'd

RATIFICATION OF AMENDMENT TO AGREEMENT

4. **THE JOHNS HOPKINS UNIVERSITY** **\$ 15,990.00**

Account: 4000-427717-3023-599609-603051

On October 4, 2017, the Board approved the original agreement in the amount of \$267,375.00 for the period of March 1, 2017 through February 28, 2018.

This ratification will increase the funds by \$15,990.00, making the total amount \$283,365.00.

The amendment to agreement is late because budget revision delayed processing.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**04/18/2018**

Baltimore Police Department (BPD) - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Memorandum of Understanding (MOU) with CNA Corporation (CNA). The period of the MOU is effective upon Board approval for six months.

**AMOUNT OF MONEY AND SOURCE:**

\$149,046.97 - 1001-000000-2041-716600-603026

**BACKGROUND/EXPLANATION:**

The Police Commissioner of the BPD has appointed an Independent Review Board that will conduct an independent review of the incident that occurred on November 15, 2017, resulting in the death of police Detective Sean Suiter.

The BPD, after consultation and approval from the Independent Review Board, desires to retain the services of the CNA to provide analytic and staff support to the BPD and the Review Board during this process. The CNA is a non-profit organization that provides high-level research and analysis services to Federal, State, and local government agencies in the areas of policy development, organizational effectiveness, safety and security, and law enforcement.

**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**

**04/18/2018**

Mayor's Office of - Agreements and Ratification of  
Human Services (MOHS) Amendment No. 1 to Agreement

The Board is requested to approve and authorize execution of the various agreements and Ratification of Amendment No. 1 to Agreement.

AGREEMENTS

1. **ST. VINCENT DE PAUL OF BALTIMORE, INC.** \$ **92,189.94**

Account: 4000-480018-3572-333629-603051

St. Vincent De Paul of Baltimore, Inc. will use the funds to operate their Front Door rapid re-housing assistance program for homeless individuals and families living in Baltimore City. Funds under this Agreement will be used to cover personnel costs, client utility payments and housing inspection services for rental units funded under the program.

The agreement is late because of a delay in receiving the project budget from St. Vincent De Paul of Baltimore, Inc.

**MWBOO GRANTED A WAIVER.**

2. **U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT** \$ **3,781,204.00**

Account: 4000-407118-3571-760000-404001

The MOHS applied for funds from the U.S. Department of Housing and Urban Development's Emergency Solutions Grant Program.

On February 5, 2018, MOHS received the grant award notice letter. The period of the agreement is February 5, 2018 through February 5, 2020.

**AGENDA**

**BOARD OF ESTIMATES**

**04/18/2018**

MOHS - cont'd

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

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

**MBE/WBE PARTICIPATION:**

MBE requirements will be applicable to the subcontractor agreement.

RATIFICATION OF AMENDMENT NO. 1 TO CONTRACT

**3. AIDS INTERFACE RESIDENTIAL SERVICES, INC. (AIRS) \$0.00**

Account: 4000-494215-9573-327200-603051

On March 25, 2015, the Board approved an agreement with AIRS for the period of March 1, 2015 through February 28, 2018. AIRS provided supportive housing services for HIV+ ex-offenders leaving the prison system. This amendment will allow for continued program operations through April 30, 2018.

The Amendment No. 1 to Contract will extend the period through April 30, 2018.

The Amendment No. 1 to Contract is late because of a delay in receiving signatures from AIRS.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

(The Agreements and Amendment No. 1 to Contract have been approved by the Law Department as to form and legal sufficiency.)

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

\* \* \* \* \*

The Board is requested to  
approve award of  
the formally advertised contracts  
listed on the following pages:  
21 - 22  
to the low bidder meeting specifications,  
or reject bids on those as indicated  
for the reasons stated.

AGENDA

BOARD OF ESTIMATES

04/18/2018

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of General Services

1.	GS 16816, Mitchell Courthouse Elevator Upgrades	W.M. Schlosser, Co., Inc.	\$ 3,266,000.00
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<b>MBE:</b>	Roane's Rigging & Transfer Company, Inc.	\$700,000.00	21.43%
	Horton Mechanical Contractors, Inc.	162,000.00	4.96%
	Native Son, Ltd.	<u>114,000.00</u>	<u>3.49%</u>
		<b><u>\$976,000.00</u></b>	<b><u>29.88%</u></b>

<b>MBE:</b>	Letke Security Contractors, Inc.	\$ 70,000.00	2.14%
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**MWBOO FOUND VENDOR IN COMPLIANCE**

The first bidder was found in non-compliance by MWBOO.

Bureau of Procurement

2.	B50005339, Harley Davidson FLHTP Electra Glide Police Motorcycles	Baltimore Powersports, Inc. t/a Harley-Davidson of Baltimore	\$ 135,200.00
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(Department of General Services,  
Fleet Management)

**MBE/WBE PARTICIPATION:**

On September 27, 2017, MWBOO determined that no goals would be set because of no opportunity to segment the contract. This is a purchase of commodities from an authorized vehicle dealer who is required to provide associated pre-delivery inspection and warranty repairs.

**MWBOO GRANTED A WAIVER.**

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Public Works/Office  
of Engineering and Construction

3. WC 1370, AMI/R Urgent  
Need Meter Infrastructure  
Repair & Replacement,  
Various Locations  
(3" & Larger Water  
Service)
- REJECTION** - On February 28, 2018,  
the Board opened five bids  
for WC 1370. The bids ranged  
from \$5,867,275.00 to  
\$9,973,300.00. The Department  
has determined it is in the best  
interest of the City to reject  
all bids. The Department intends  
to rebid this contract.

**AGENDA**

**BOARD OF ESTIMATES**

**04/18/2018**

Bureau of Procurement - Acceptance of Technical Proposals  
and Opening of Price Proposals

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of the technical proposals for B50005158, Point of Sale (Cashiering) System from the following vendors, and open Envelope B containing their price proposal:

Core Business Technologies  
System Innovators  
Can/Am Technologies

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On December 06, 2017, the Board opened three technical proposals for the Point of Sale (Cashiering) System. Vendors were solicited by posting on CitiBuy, eMaryland Marketplace, and in local newspapers. The three proposals received were found responsive and achieved the minimum technical score to be considered for award.



AGENDA

BOARD OF ESTIMATES

04/18/2018

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement

- |  |         |         |
|--|---------|---------|
| 1. MARJORIE ROGERS<br>d/b/a ROGERS UNIFORMS<br>LLC                             | \$ 0.00 | Renewal |
| Contract No. B50003352 - Turnout Boots - Fire Department -<br>P.O. No. P526941 |         |         |

On April 16, 2014, the Board approved the initial award in the amount of \$95,000.00. The award contained five one-year renewal options. Three renewals have been exercised. This fourth renewal in the amount of \$0.00 is for the period April 16, 2018 through April 15, 2019, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On January 17, 2014, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

- |  |              |         |
|--|--------------|---------|
| 2. CITRON HYGIENE US<br>CORP d/b/a WORKPLACE<br>ESSENTIALS   | \$ 12,000.00 | Renewal |
| Contract No. B50003918 - Monthly Services for Hand Sanitary<br>Units - Department of General Services - P.O. No. P530759 |              |         |

On April 8, 2015, the City Purchasing Agent approved the initial award in the amount of \$12,000.00. The award contained three renewal options. Two renewals have been exercised. This final renewal in the amount of \$12,000.00 is for the period April 15, 2018 through April 14, 2019. The above amount is the City's estimated requirement.

AGENDA

BOARD OF ESTIMATES

04/18/2018

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

**MBE/WBE PARTICIPATION:**

Not applicable. The initial award was below the MBE/WBE subcontracting threshold of \$50,000.00.

- |   |              |          |
|---|--------------|----------|
| 3. JOSEPH HEIL COMPANY,<br>INC.   | \$500,000.00 | Increase |
| Contract No. B500004741 - Drain Cleaning Services - Departments<br>General Services, Public Works and others - P.O. P537436 |              |          |

On November 2, 2016, the Board approved the initial award in the amount of \$500,000.00. This increase in the amount of \$500,000.00 is necessary to provide sufficient funding for services covered by the contract for the remainder of the current term. This increase will make the award amount \$1,000,000.00. The contract expires on December 31, 2019 with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On August 26, 2016, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

- |   |              |       |
|---|--------------|-------|
| 4. B & H FOTO & ELECTRONICS<br>CORPORATION  | \$ 42,955.00 | Award |
| Solicitation No. B50005350 - News Production Equipment -<br>Mayor's Office of Cable and Communications - Req. No. R788258 |              |       |

Vendors were solicited by posting on CitiBuy. On March 26, 2018, the two bids received were opened. Award is recommended to the lowest responsive bidder. The period of the award is April 18, 2018 through April 17, 2019. The above amount is the City's estimated requirement.

AGENDA

BOARD OF ESTIMATES

04/18/2018

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

**MBE/WBE PARTICIPATION:**

Not applicable. Award is below MBE/WBE subcontracting threshold of \$50,000.00.

- |  |                     |                  |
|--|---------------------|------------------|
| 5. <u>INTEGRIFY, INC.</u>  | <u>\$ 32,699.00</u> | <u>Agreement</u> |
| <u>Contract No. 08000 - Integrify Software License Agreement - Department of General Services - Req. No. R791547</u> |                     |                  |

The Board is requested to approve and authorize execution of an Agreement with Integrify, Inc. The period of the agreement is effective upon Board approval for one year.

The vendor is the sole proprietor and distributor of the required Workflow Management System program within Integrify software currently in use by the Department of General 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 meets the requirement for certification as a sole source procurement as this software is only available from the software manufacturer, and unavailable from MBE/WBE contractors.

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

AGENDA

BOARD OF ESTIMATES

04/18/2018

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
<u>Bureau of Procurement</u>		
6. ALL ABOUT DOORS, INC.	\$ 84,777.70	Ratification
THE OVERHEAD DOOR COMPANY	40,078.50	Ratification
OF BALTIMORE, INCORPORATED		
	<u>150,000.00</u>	Award
	<b><u>\$274,856.20</u></b>	

Contract No. 06000 - Urgent Overhead Door Repairs - Citywide - Departments of General Services, Public Works, Transportation, Fire Department etcetera - Req. No. R790729

The requested action is the ratification of urgent repairs to the various overhead door systems for all City agencies. Authority is requested to pay the outstanding invoices, as well as to approve sufficient funding to allow for additional urgent repairs during the competitive bidding process for Solicitation No. B50005414, Maintenance, Repair and Installation Services for Various Overhead Doors. These services are necessary to maintain proper operation of critical door systems.

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 request for ratification of payments for urgent/emergency services rendered. The scope of services for B50005414, Maintenance, Repair and Installation Services for Various Overhead Doors will be submitted to MWBOO for feasibility of segmentation.

**AGENDA**

**BOARD OF ESTIMATES**

**04/18/2018**

**PROPOSAL AND SPECIFICATION**

1. Department of Public Works/Office - WC 1339, Upton Neighborhood  
of Engineering and Construction and Vicinity Water Main  
Rehabilitation  
**BIDS TO BE RECV'D: 05/16/2018**  
**BIDS TO BE OPENED: 05/16/2018**

**AGENDA**

**BOARD OF ESTIMATES**

**04/18/2018**

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

The Board is requested to approve and authorize execution of the Community Development Block Grant (CDBG) Agreements. The period of the CDBG Agreement is July 1, 2017 through June 30, 2018, unless otherwise indicated.

1.      **SOUTH BALTIMORE LEARNING CORPORATION**                      **\$ 65,000.00**  
          **(SBLC)**

Account: 2089-208918-5930-438034-603051

Under this CDBG Agreement, the SBLC will utilize the funds to subsidize a portion of SBLC's operating costs. The SBLC will provide adult basic education, Pre-GED, GED, tutoring, and career counseling services to low- and moderate-income youth and adults that have dropped out of high school.

**MBE/WBE PARTICIPATION:**

**FOR FY 2018, THE MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$33,847.00, AS FOLLOWS:**

**MBE: \$9,138.69**

**WBE: \$3,384.70**

2.      **THE WOMEN'S HOUSING COALITION, INC.**                      **\$ 48,560.00**  
          **(WHC)**

Account: 2089-208918-5930-437923-603051

The WHC will utilize the funds to offset operating costs of the WHC. The WHC will provide permanent housing, case management and other support services to low- to moderate-income persons and their children. The WHC serves formerly homeless women age 18 and older, a majority of whom suffer from chronic disabilities.

**AGENDA**

**BOARD OF ESTIMATES**

**04/18/2018**

DHCD - cont'd

- 3. **COMPREHENSIVE HOUSING ASSISTANCE, INC. (CHAI)** **\$ 46,750.00**

Account: 2089-208918-5930-437191-603051

The CHAI will utilize the funds to assist low- and moderate-income households in purchasing a home for owner-occupancy by providing pre-purchase counseling and pre-purchase education workshops. CHAI will also provide mortgage delinquency and default resolution counseling to assist low- and moderate-income existing homeowners with foreclosure prevention and in obtaining mortgage modifications.

- 4. **HISTORIC EAST BALTIMORE COMMUNITY ACTION COALITION, INC. (HEBCAC)** **\$ 50,000.00**

Accounts: 2089-208918-5930-435026-603051	\$ 31,570.00
2089-208918-5930-435081-603051	\$ 8,980.00
2089-208918-5930-435083-603051	\$ 9,450.00

Under this CDBG Agreement, the funds will be utilized to subsidize HEBCAC's operating costs related to the provision of information to the public regarding community development activities being carried out within the Historic East Baltimore Area of the City and to support Dee's Place, an alcohol and drug addiction recovery support center. Dee's Place provides substance abuse treatment and other services.

**MWBOO GRANTED A WAIVER.**

On June 28, 2017, 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 2017 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)

**AGENDA**

**BOARD OF ESTIMATES**

**04/18/2018**

DHCD - cont'd

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, 2017 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**

**04/18/2018**

Department of Housing and Community Development (DHCD) - Community Development Block Grant  
43 Inter-Departmental Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Community Development Block Grant - 43 Inter-Departmental Memorandum of Understanding (MOU) with the Baltimore City Health Department (BCHD). The period of the MOU is July 1, 2017 through June 30, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$400,778.00 - 2089-208918-3024-268400-400999

**BACKGROUND/EXPLANATION:**

Pursuant to guidance from the Department of Housing and Urban Development, a Memorandum of Understanding must be executed for the utilization of Community Development Block Grant funds to support other City agencies. The BCHD desires the DHCD to continue funding support for the Office of Aging and CARE Services to provide comprehensive services and programs to senior citizens of Baltimore City.

On June 28, 2017, 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 2017 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)

**AGENDA**

**BOARD OF ESTIMATES**

**04/18/2018**

Department of Housing and - cont'd  
Community Development

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, 2017 and beyond. Consequently, this MOU was delayed due to final negotiations and processing.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

(The Community Development Block Grant - 43 Inter-Departmental Memorandum of Understanding has been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**04/18/2018**

Department of Transportation - Developer's Agreement No. 1552-A

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Developer's Agreement with Beth AM Synagogue.

**AMOUNT OF MONEY AND SOURCE:**

\$44,050.00

**BACKGROUND/EXPLANATION:**

Beth AM Synagogue would like to install a new sanitary sewer line to its proposed new building located at 2501 Eutaw Place, Baltimore, MD 21217. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

An Irrevocable Letter of Credit in the amount of \$44,050.00 has been issued to Beth Am Synagogue 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 has been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**04/18/2018**

Department of Finance/Office - Renewal of FY18 Flood  
Of Risk Management                      Coverage

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the renewal of Flood Coverage for the Baltimore City Police Headquarters and Annex Buildings. This policy is written through the National Flood Services and renews April 22, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$66,582.00 - 2043-000000-1450-162900-603014

**BACKGROUND/EXPLANATION:**

On September 13, 2003, storm surge and heavy rain from Hurricane Isabel flooded the basement of the Baltimore City Police Headquarter Building to a depth of 22". A claim was made with FEMA. Public Assistance reimbursement was approved. Since the facility is located in a 100-year floodplain, distribution of FEMA Public Assistance is contingent on securing and maintaining of coverage for floods.

**MBE/WBE PARTICIPATION:**

There are no MBE/WBE goals for the purchase of this insurance policy.

**APPROVED FOR FUNDS BY FINANCE**

**AGENDA**

**BOARD OF ESTIMATES**

**04/18/2018**

Bureau of the Budget and - Supplementary Operating Appropriation  
Management Research Adjustment Order No. 28

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Supplementary Operating Appropriation Adjustment Order No. 28 to transfer funds from the Baltimore Police Department, Service 621: Administration, to the Mayor's Office of Criminal Justice, Service 618: Crime Prevention.

**AMOUNT OF MONEY AND SOURCE:**

\$466,532.00 - From: 6000-600018-2041-667600-600005  
Service 621: Administration

To: 4000-484318-2255-606300-600000  
Service 618: Crime Prevention

**BACKGROUND/EXPLANATION:**

On December 14, 2016 the Board approved the Grant Award from the Governor's Office of Crime Control and Prevention (GOCCP) for the "Baltimore City SART and Human Trafficking Program" for the period of October 1, 2016 through September 30, 2018.

The full amount of the award is \$933,064.00 from the GOCCP. The Fiscal 2018 appropriation for this award should be \$466,532.00 and requires a transfer in this amount from the Baltimore Police Department to the Mayor's Office of Criminal Justice.

The Mayor's Office of Criminal Justice's Baltimore SART and Human Trafficking Program assists in developing and implementing strategies specifically intended to provide assistance to victims of crime in the state of Maryland. The program provides for coordination of the Baltimore SART and Baltimore City Human Trafficking

**AGENDA**

**BOARD OF ESTIMATES**

**04/18/2018**

Bureau of the Budget and - cont'd  
Management Research

Collaboration to improve cooperation between members and incorporate best practices in investigation, prosecution, forensics, and victim support. The program funds will support personnel, travel, training, and contractual services.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**AGENDA**

**BOARD OF ESTIMATES**

**04/18/2018**

Bureau of the Budget and - Grant Award and Appropriation  
Management Research Adjustment Order No. 59

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of a Grant Award from the U.S. Department of Justice (DOJ), Office of Community Oriented Policing Services (COPS) to the Baltimore Police Department, Service 621: Police Administration for the 2017 COPS Hiring Program (CHP). The period of the Grant Award is November 1, 2017 through October 31, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$125,000.00 - COPS grant (\$41,666.00) for each fiscal year will be placed in Federal Fund account, detailed fund number, 476918

128,553.00 - 1001-000000-2042-198101-601062 (cash match)

**\$253,553.00**

No appropriation adjustment action is required by the Board.

**BACKGROUND/EXPLANATION:**

The COPS Hiring Program grant funding will be utilized to increase community policing capacity and violent crime prevention efforts in high crime areas in Baltimore City. This award will allow the Baltimore Police Department to increase their overall staffing capacity by one officer.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED THE SUBMITTED DOCUMENTATION AND CONFIRMED THE GRANT AWARD.**

(The Grant Award and Appropriation Adjustment Order No. 59 has been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**04/18/2018**

Bureau of the Budget and Management Research (BBMR) - Grant Award and Appropriation Adjustment Order No. 68

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of a Grant Award from the University of Maryland Medical Center (UMMC). The period of the Grant Award is January 15, 2018 through January 15, 2019.

The Board is further requested to approve the Appropriation Adjustment Order to transfer Federal Funds within the Fire Department from Services 600: Fire Administration to Service 609: EMS Administration

**AMOUNT OF MONEY AND SOURCE:**

\$668,200.00 - From: 4000-400018-2101-667600-607004  
Services 600: Fire Administration

To: 5000-508518-3191-308700-405001  
Service 609: EMS Administration

**BACKGROUND/EXPLANATION:**

The UMMC will make \$668,200.00 available to the Baltimore City Fire Department (BCFD) from the Maryland Health Services Cost Review Commission.

The funds provided to the BCFD will support the Mobile Integrated Healthcare Program (Community Paramedicine) that will involve the BCFD EMS Paramedics and nurses working outside their traditional emergency response and transport roles to support patients through prevention efforts.

The agreement 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 Grant Award have been approved by the Law Department as to form and legal sufficiency.)



AGENDA

BOARD OF ESTIMATES

04/18/2018

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Recreation and Parks</u>			
1. Reginald Moore	The Parks & Recreation Summit Stone Mountain, GA April 20 - 26, 2018 (Reg. Fee. \$0.00)	General Funds	\$ 208.96

The airfare cost of \$208.96 was prepaid using a City-issued credit card assigned to Mr. Kenn L. King. The cost will be reimbursed to the City by the Abbey Walburn Summit, sponsor.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the City representative's absence will exceed five work days or 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.

Abbey Walburn Summit, sponsor is paying for all of the travel arrangements and travel expenses related to this summit.

Police Department

2. Ryan Walsh Troy Blackwell Keith Sokolowski	Top Gun Investigating and and Prosecuting Drug Case Training April 14 - 21, 2018 Ft. Indiantown Gap, PA (Reg. Fee \$0.00)		\$ 0.00
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AGENDA

BOARD OF ESTIMATES

04/18/2018

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Police Department - cont'd</u>			
3. John Horne	Top Gun Training 2018 April 15 - 21, 2018 Ft. Indiantown Gap, PA (Reg. Fee \$0.00)		\$ 0.00

The Maryland State Police/Northeast County Drug Training Center is paying for all of the travel arrangements and travel expenses related to this Summit.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the City representative's absence will exceed five work days or 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.

Office of the Labor Commissioner

4. Yvette Brown	SHRM18 Annual Conference & Exposition Chicago, IL June 17 - 20, 2018 (Reg. Fee \$1,845.00)	General Funds	\$3,482.28
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The subsistence rate for this location is \$289.00 per night. The hotel cost is \$279.00 per night, plus hotel taxes of \$48.55 per night. The Department is requesting additional subsistence of \$50.00 for airport bag check and \$30.00 per day for meals and incidentals. The airfare cost of \$424.63, hotel cost for the first night of \$327.55 and registration fee of \$1,845.00 were prepaid on a City-issued procurement card assigned to Deborah Moore-Carter. Therefore, the disbursement to Ms. Yvette Brown is \$885.10.

AGENDA

BOARD OF ESTIMATES

04/18/2018

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Planning</u>			
5. Thomas Stosur	American Planning Association 2018 National Planning Conference New Orleans, LA April 20 - 24, 2018 (Reg. Fee. \$735.00)	General Funds	\$ 629.25

The subsistence rate for this location is \$237.00 per day. The hotel cost is \$209.00 per night, plus hotel taxes in the amount of \$36.92 per night. The Department is requesting additional subsistence of \$12.00 per day for meals and incidentals.

The registration fee of \$735.00 was paid by the sponsor, Lincoln Institute of Land Policy. Mr. Stosur, who will be a speaker at the conference also received a stipend of \$850.00 to cover the costs of airfare and hotel. Mr. Stosur used the stipend to pay \$283.58 to cover the costs of airfare and \$566.42 to cover a portion of the hotel costs and taxes. Therefore, the disbursement to Mr. Stosur is \$629.25 to cover the remaining costs of the hotel, taxes, meals, and incidentals.

6. Stephanie Smith	American Planning Association 2018 National Planning Conference New Orleans, LA April 20 - 23, 2018 (Reg. Fee. \$735.00)	General Funds	\$1,060.15
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The subsistence rate for this location is \$237.00 per day. The hotel cost is \$209.00 for nights of April 21 and 22 \$159.00 for the night of April 23, plus hotel taxes in the

AGENDA

BOARD OF ESTIMATES

04/18/2018

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Planning - cont'd</u>			

amount of \$31.29 per night. The registration fee of \$735.00 was paid using a City-issued procurement card assigned to Jamie Cramer.

Ms. Smith received a stipend of \$850.00 was paid by the sponsor, Lincoln Institute of Land Policy. Ms. Smith used the stipend to pay \$310.27 to cover the cost of airfare and \$539.73 to cover the hotel costs and taxes. Therefore, the disbursement to Ms. Smith is \$325.15 to cover the remaining costs of the hotel, taxes, meals and incidentals.

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

Fire Department

7. Amy Beth Leasure	Fire Rescue Inter-national Conference Charlotte, NC July 25 - 28, 2017 (Reg. Fee \$610.00)	General Funds	\$2,227.96
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Ms. Leasure traveled to Charlotte, North Carolina on July 25 - 29, 2017 to attend the Fire Rescue International Conference.

The subsistence rate for this location was \$181.00 per day. The hotel rate was \$306.84 per night plus taxes of \$46.80 per night. The hotel and hotel taxes were paid by Expenditure Authorization No. EA000211416 in the amount of \$1,245.34. The airfare in the amount of \$449.96 was prepaid on a City-issued credit card assigned to Mr. James Fischer.

AGENDA

BOARD OF ESTIMATES

04/18/2018

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

<u>Name</u>	<u>To Attend</u>	<u>Funds</u>	<u>Amount</u>
<u>Fire Department - cont'd</u>			

The travel request was submitted too late to be sent to the Board for approval before the training. The Retroactive Travel Approval and Reimbursement is late because Ms. Leasure's credit card was billed for the amount of \$1,245.34 for the hotel and taxes, although the bill had been paid in advance by the City, in the amount of \$1,245.34. The Department waited until Ms. Leasure's credit card was reimbursed this amount and the City's refund check, in the amount of \$184.42, was cashed before making this request. The City received a reimbursement because the actual cost of the hotel was \$1,060.92.

Ms. Leasure personally incurred the costs of the registration, ground transportation, and meals and incidentals. Therefore, Ms. Leasure will be reimbursed \$717.08.

TRAVEL REIMBURSEMENT

\$610.00	-	Registration
36.00	-	Ground Transportation
<u>71.08</u>	-	Meals and incidentals
<b>\$717.08</b>	-	<b>Total Reimbursement</b>

12:00 NOON

ANNOUNCEMENTS OF BIDS RECEIVED

AND

OPENING OF BIDS, AS SCHEDULED