

*BALTIMORE COUNTY COUNCIL  
NOTES TO THE AGENDA  
LEGISLATIVE SESSION 2014*

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*Issued: January 23, 2014  
Work Session: January 28, 2014  
Legislative Day No. 3 : February 3, 2014*

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*The accompanying notes are  
compiled from unaudited  
information provided by  
the Administration and  
other sources.*



OFFICE OF THE COUNTY AUDITOR

BALTIMORE COUNTY COUNCIL

February 3, 2014

NOTES TO THE AGENDA

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## FM-1 (Contract Amendment)

Council District(s) All

## Office of Budget and Finance

## Preventative Maintenance and Emergency Services - HVAC

The Administration is requesting approval of an amendment to a contract with Siemens Industry, Inc. (formerly known as Siemens Building Technologies, Inc.) to provide additional maintenance and repair services for various operating equipment (e.g., HVAC) and related controls at the Baltimore County Agricultural Center and the 911 Center/Courts Building. The amendment increases the maximum compensation of the contract, which commenced May 5, 2008, by \$223,470, from \$3,176,333 to \$3,399,803 over the entire 11-year term of the contract, including the renewal periods.

## Fiscal Summary

<b>Funding Source</b>	<b>Contract Amendment</b>	<b>Current Maximum Compensation</b>	<b>Amended Maximum Compensation</b>
<b>County</b> <sup>(1)</sup>	\$ 223,470	\$ 3,176,333	\$ 3,399,803
<b>State</b>	--	--	--
<b>Federal</b>	--	--	--
<b>Other</b>	--	--	--
<b>Total</b>	<u>\$ 223,470</u>	<u>\$ 3,176,333</u>	<u>\$ 3,399,803</u> <sup>(2)</sup>

<sup>(1)</sup> General Fund Operating Budget.

<sup>(2)</sup> Maximum compensation for the entire 11-year term of the contract, including the renewal periods.

## Analysis

The contractor currently performs preventive maintenance and emergency services, including software upgrades for heating, ventilation, and air conditioning (HVAC) equipment, Fire and Life Safety systems, and pneumatic and digital controls at the Baltimore County Detention Center.

The contractor maintains, repairs, overhauls or replaces existing systems and/or system controls as necessary. Emergency services are provided on a 24-hour, 7-day per-week basis. Under the amendment, the contractor will also provide these services for the County's Agricultural Center and the 911 Center (Courts Building) as well as for the Courts Building's new chiller once the warranty expires on January 1, 2016.

On May 5, 2008, the Council approved the original 11-year contract not to exceed \$3,176,333. The proposed amendment increases the maximum compensation of the contract by \$223,470, from \$3,176,333 to \$3,399,803, over the entire 11-year term, including the renewal periods. The addendum also incorporates the contractor's supplemental proposal for the additional work. Of the \$223,470 contract increase, \$66,810 is for Agricultural Center services, \$145,996 is for the 911 Center and new chiller services, and \$10,664 is for contingency purposes. All other terms and conditions remain unchanged. The County may terminate the agreement by providing 30 days prior written notice. The Office advised that as of January 15, 2014, \$1,466,562 has been expended/encumbered under this contract.

The contract was awarded on a sole-source basis due to the proprietary nature of the equipment to be serviced.

County Charter, Section 715, requires that "any contract must be approved by the County Council before it is executed if the contract is...for services for a term in excess of two years or involving the expenditure of more than \$25,000 per year...."

MB-2 (Grant)

Council District(s) 7

Mrs. Bevins (By Req.)

Police Department

**New and Continued Neighborhood Programs**

The Administration is requesting the approval of a grant totaling \$2,006 to the Dundalk Renaissance Corporation (DRC). The grant funds will be used to purchase supplies for youth projects and activity stations at three DRC-organized community events in Dundalk. See Exhibit A.

**Fiscal Summary**

<b>Funding Source</b>	<b>Grant Amount</b>	<b>Notes</b>
County <sup>(1)</sup>	\$ 2,006	<sup>(1)</sup> General Fund Operating Budget.
State	--	<sup>(2)</sup> The DRC will provide voluntary in-kind donations totaling \$10,500, plus a \$4,598 cash contribution.
Federal	--	
Other <sup>(2)</sup>	--	
<b>Total</b>	<b>\$ 2,006</b>	

**Analysis**

The DRC is a nonprofit, community-based membership organization and community development corporation dedicated to revitalizing the greater Dundalk community. The DRC annually recruits and organizes area youth volunteers and engages the youth through a teen-focused program. The youth attend training that addresses service learning, social skills, leadership development, and youth empowerment and participate in DRC-organized community events. Each event hosts a specific youth-led project that incorporates the skills learned, practiced, and completed in the training. The DRC advised that the program requires a minimum of 20 hours of participation from each youth. According to the grant application, youth

are referred to the program through school counselors, teachers, newsletters and fliers. Additionally, involvement opportunities are promoted through community calendars, fliers, and newspapers, community association meetings, social media, and various local online publications.

The grant period is FY 2014. The grantee will use the funds to purchase supplies (plastic eggs, pumpkins, decorations for pumpkins, straw, and cookie ingredients) for youth projects and activity stations at three DRC-organized community events: Family Fall Festival on October 26, 2013; Holiday Hoopla on December 7, 2013; and Mega Egg Hunt in May 2014. The DRC estimates that 15 to 20 youth will participate in the program and 1,200 to 2,000 community members will attend each event. The grant application states that the DRC will contribute voluntary in-kind donations valued at \$10,500, including volunteer labor (\$8,000) and prizes (\$2,500), plus a \$4,598 cash contribution.

The County annually awards grants to Citizens on Patrol groups and youth-focused organizations for programs aimed at reducing neighborhood crime or that provide activities for at-risk youth. FY 2014 funds approved for these grants total \$64,784, including the proposed grant to the DRC.

The proposed grant was originally submitted as part of the 14-day grants review process and has been placed on a legislative agenda in accordance with Baltimore County Code, Section 3-10-103(e).

The County has also provided the DRC operating support grants of \$50,000 in the current and three previous fiscal years and has funded other grants to the organization in recent years as well.

## Executive Summary

The Police Department accepts applications for, and coordinates the awarding of, small grants to Citizen on Patrol and youth focused organizations on an annual basis. These grants help community groups launch or continue programs aimed at reducing neighborhood crime or that provide wholesome activities for at risk youth. Non-profit groups, individuals and community improvement associations serving county residents are eligible. Funding is provided from local funds allocated for this purpose. This is a request to approve the application for the Dundalk Renaissance Corporation.

Prepared by: Police Department

BALTIMORE COUNTY COUNCIL  
NOTES TO THE AGENDA  
APPENDIX A

**BALTIMORE COUNTY, MARYLAND  
INTER-OFFICE CORRESPONDENCE**

**TO:** Fred Homan  
Administrative Officer

**DATE:** 12/20/13

**FROM:** Keith Dorsey, Director  
Office of Budget & Finance 

**COUNCIL MEETING  
DATE:** 2/03/14

**SUBJECT:** Public Recordation of Announcement  
of Non-Competitive Awards Charter Sec. 902(f)

Whenever a contract over \$25,000 is awarded by a process other than a formal competitive bid, a copy of the contract must be given to the County Council, and at the next legislative session-day following the award of the contract, the Secretary to the County Council shall formally announce to the Council the nature of the contract and the parties to the contract. The announcement shall be recorded in the minutes of the County Council, and shall be available for inspection by the public. In compliance with this procedure, information is attached concerning the following awards, which are to be forwarded to the County Council:

Purchase Order

MA 2570- Johnson & Towers Inc – Parts & Labor, Detroit Engines & Allison Transmissions

As indicated by DPW Director Edward Adams in the memo dated October 29, 2013, Johnson & Towers is the sole authorized distributor for Maryland, as documented in a letter from Joe Harris at Johnson & Tower dated September 19, 2013.

Amount: \$490,000.00  
Award Date: 12/13/13

PO 6505 Delmarva Pump Center Inc. dba DPC Emergency Equipment  
Truck, Fire Ladder Rack Locking System, EOM, FY14

This is a one-time purchase of nine (9) Zico Quick Lift Electric Locking Systems for the ladder racks of in-service fire engines. As indicated by DPW Director Edward Adams in the memo dated November 17, 2013, through the course of routine maintenance, cracks in the body of Engine 13 were discovered in the vicinity of the ladders on both side of the unit. Subsequent inspection by EOM personnel discovered similar body cracks on eight (8) additional fire engines.

The cause of the cracks was determined to be the result of unsecured ladders, acting against the body of the truck. All nine (9) engines were purchased from Delmarva Pump Center, who will repair the cracks and install the electric locking system to prevent further damage to the units.

Cost per unit to repair the cracks and install the locking system is \$2,791.51. Expenditures for all nine (9) engines total \$25,123.59.

Amount: \$25,123.59  
Award Date: 12/19/13

c: M. Field  
T. Peddicord  
L. Smelkinson

**BALTIMORE COUNTY, MARYLAND  
INTER-OFFICE CORRESPONDENCE**

**TO:** Fred Homan  
Administrative Officer

**DATE:** 1/8/14

**FROM:** Keith Dorsey, Director  
Office of Budget & Finance

*KAD*

**COUNCIL MEETING  
DATE:** 02/03/14

**SUBJECT:** Public Recordation of Announcement  
of Non-Competitive Awards Charter Sec. 902(f)

Whenever a contract over \$25,000 is awarded by a process other than a formal competitive bid, a copy of the contract must be given to the County Council, and at the next legislative session-day following the award of the contract, the Secretary to the County Council shall formally announce to the Council the nature of the contract and the parties to the contract. The announcement shall be recorded in the minutes of the County Council, and shall be available for inspection by the public. In compliance with this procedure, information is attached concerning the following awards, which are to be forwarded to the County Council:

Purchase Order

PO 6562 Skyline Network Engineering LLC  
Fiber Locates

This Purchase Order is for fiber locate services for the Office of Information Technology. Baltimore County piggybacked Carroll County, MD's competitively bid contract for networking services with Skyline Network Engineering Inc. ("Skyline"). The skyline contract expired April 26, 2013. Carroll County awarded a new networking services contract to KCI in May 2013.

As indicated in Robert R. Stradling's memo dated November 15, 2013, the County worked with the new contractor, KCI, from June 2013 through September 2013 to establish the process, cost estimates and expectations for the fiber location of County owned fiber plant until KCI was capable to begin work on October 1, 2013. The county continued to utilize Skyline services to protect the 180 mile fiber plant during the transition.

Amount: \$29,592.75  
Award Date: 12/30/13

PO 6554 Martins Inc. dba Martin's Caters  
Volunteer Recognition Luncheon May 22, 2014

As indicated in the memorandum from Director Joanne E. Williams, dated December 1, 2013, Marin's Inc. t/a Marin's West, is the only site in Baltimore County that will hold a group the size needed for the luncheon. Consistently, one thousand (1,000) volunteers attend each year.

Funds are raised by the Department thru sponsorship by business and corporations prior to the event. The Volunteer Recognition Luncheon is to honor volunteer's who have provided over one hundred (100) hours of service to the Department of Aging programs.

Amount: \$51,787.50  
Award Date: 12/30/13

07/19/2011

MA 2455 S & N Communications Inc.  
Fiber Optic Construction and related activities

As indicated in Robert Stradling's memo dated March 13, 2013, S & N is installing fiber optic cable throughout the County under the current ICBN agreement. To ensure consistency and continuity of service, it is in the best interest of the Count to enter into an agreement with S & N for post-ICBN fiber optic maintenance and installation of other cabling within the installation sites. Additionally, a significant cost savings to the County can be realized by executing a contract directly with S & N. The approximate loaded price, which includes construction, installation, splicing and materials, \$10.63 per foot.

Amount: \$10.63 per foot (Estimated 10 miles per year)  
Award Date: 12/30/13

c: M. Field  
T. Peddicord  
L. Smelkinson