

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

*Issued: March 27, 2014
Work Session: April 1, 2014
Legislative Day No. 7: April 7, 2014*

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



OFFICE OF THE COUNTY AUDITOR

BALTIMORE COUNTY COUNCIL

April 7, 2014

NOTES TO THE AGENDA

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**BALTIMORE COUNTY COUNCIL AGENDA
LEGISLATIVE SESSION 2013, LEGISLATIVE DAY NO. 7
APRIL 7, 2014 6:00 P.M.**

CEB = CURRENT EXPENSE BUDGET
BY REQ. = AT REQUEST OF COUNTY EXECUTIVE

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CALL OF BILLS FOR FINAL READING AND VOTE

NO BILLS

APPROVAL OF FISCAL MATTERS/CONTRACTS

ED ADAMS, DIRECTOR, DEPARTMENT OF PUBLIC WORKS

- 1 1. Contracts - (2) - On-call Sewer Flow Monitoring Services - Public Works
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- 21 8. Contract - Xerox Corporation - Lease - Replacement Mainframe Printer - OIT
- 24 9. Contract - Ricoh USA, Inc. - Lease - Replacement - Color copier/Black and White Copier - OIT

MISCELLANEOUS BUSINESS

COUNCIL

- 31 1. Correspondence - (a)(1) - Non-Competitive Awards (February 21, 2014)
- 32 (b)(2) - Non-Competitive Awards (March 3, 2014)

LIZ GLENN, DEPARTMENT OF PLANNING

- 28 2. Res. 20-14 - Mrs. Bevins(By Req.) - Approval of Grant Application - Dundalk Renaissance Corporation

COUNCIL

- 3. Res. 22-14 - Mr. Marks - Property Tax Exemption - DAV - Joseph A. Vicchio
- 4. Res. 23-14 - Mrs. Bevins - Property Tax Exemption - DAV - Daniel J. McCormick
- 5. Res. 24-14 - Mr. Olszewski - Property Tax Exemption - DAV - Mark Lugenbeel

* See Addendum

FM-1 (2 Contracts)

Council District(s) All

Department of Public Works

On-Call Sewer Flow Monitoring Services

The Administration is requesting approval of two contracts with RJN Group, Inc. and ADS Environmental Services to provide on-call sewer flow monitoring services throughout the County. The contracts commence upon Council approval, continue for 2 years, and will automatically renew for three additional 1-year periods with an option to further extend the initial term or any renewal term an additional 90 days. The contracts do not specify a maximum compensation for the initial 2-year term. Estimated compensation for both contractors combined totals \$4,256,313 for the initial 2-year term. Compensation for both contractors combined may not exceed \$11,472,592 over the entire 5-year and 3-month term, including the renewal and extension periods. Compensation may not exceed \$11,472,592 for RJN Group, Inc. and \$9,829,684 for ADS Environmental Services. See Exhibit A.

Fiscal Summary

Funding Source	Combined Initial Term	Combined Maximum Compensation
County ⁽¹⁾	\$ 4,256,313	\$ 11,472,592
State	--	--
Federal	--	--
Other	--	--
Total	<u>\$ 4,256,313</u> ⁽²⁾	<u>\$ 11,472,592</u> ⁽³⁾

⁽¹⁾ Capital Projects Fund (Metropolitan District).

⁽²⁾ Estimated compensation for the initial 2-year term for both contractors combined. The contracts do not specify a maximum compensation for the initial 2-year term.

⁽³⁾ Maximum compensation for both contractors combined for the entire 5-year and 3-month term, including the renewal and extension periods.

Analysis

The contractors will provide sanitary sewer flow and groundwater monitoring services throughout the County. The contractors will monitor an estimated 80 flow monitoring locations and 10 groundwater gauge sites for an estimated period of 18 months. The contractors will analyze the data gathered as part of the sanitary sewer flow and groundwater monitoring to determine the components of the wastewater during dry weather and rainfall events.

The County will utilize this information in developing its Sewershed Repair, Replacement and Rehabilitation (SRRR) plans, which are required in accordance with the County's 2005 consent decree with the U.S. Department of Justice, U.S. Environmental Protection Agency (EPA), and the Maryland Department of the Environment (MDE).

The contracts commence upon Council approval, continue for 2 years, and will automatically renew for three additional 1-year periods with an option to further extend the initial term or any renewal term an additional 90 days, on the same terms and conditions. The contracts do not specify a maximum compensation for the initial 2-year term. Estimated compensation for both contractors combined totals \$4,256,313 for the initial 2-year term. Compensation for both contractors combined may not exceed \$11,472,592 over the entire 5-year and 3-month term, including the renewal and extension periods. Compensation may not exceed \$11,472,592 for RJN Group, Inc. and \$9,829,684 for ADS Environmental Services.

Prior to the commencement of each renewal period, the County may entertain a request for an escalation in unit prices in accordance with the Consumer Price Index – All Urban Consumers – United States Average – All Items (CPI-U), as published by the United States Department of Labor, Bureau of Labor Statistics at the time of the request, or up to a maximum 5% increase on the current pricing, whichever is lower. The County may terminate the agreements by providing 30 days prior written notice.

The two contractors were selected through a competitive procurement process based on qualifications and experience from five bids received.

On August 1, 2011, the Council approved an open-ended contract, which is now complete, not to exceed \$5,552,705 with RJN Group, Inc. for similar on-call sewer flow monitoring services for eight sewersheds located in the south area of the County. The Department advised that expenditures under this contract totaled \$5,527,634. Additionally, on January 3, 2012, the Council approved an open-ended contract not to exceed \$6,698,453 with Johnson, Mirmiran, & Thompson, Inc. and Savin Engineers, P.C., d/b/a JMT/Savin Engineers, P.C., A Joint Venture to provide similar on-call services for eight sewersheds located in the north area of the County. The Department advised that this contract is near completion and that as of March 19, 2014 expenditures totaled \$5,976,391.

RJN Group, Inc. currently performs on-call sewershed repair, replacement, and rehabilitation plan services under an 8-year, \$6 million contract approved by the Council on March 18, 2013. As of March 27, 2014, \$128,261 has been expended under this contract. Additionally, RJN Group, Inc. currently performs maintenance, monitoring, and data analysis of the County's rain gauge program under an open-ended \$2,002,766 contract originally approved by the Council on August 7, 2006 and amended on October 20, 2008, September 7, 2010, and September 4, 2012. As of March 27, 2014, \$1,184,397 has been expended under this contract.

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...."

EXECUTIVE SUMMARY

ON-CALL SEWER FLOW MONITORING SERVICES REQUEST FOR PROPOSAL (RFP) P-112

The Project

The scope of services for this project are to provide sanitary sewer flow monitoring and groundwater monitoring throughout the County. Monitoring will include flow monitors and groundwater gauges for an estimated period of 18 months. The information gathered from the monitoring will be analyzed to determine infiltration and inflow into the wastewater collection system. The analysis will be used in the calibration of the County's computer model of the collection system and for development of a long-term capacity/peak flow management plan. All this information is used to develop the Sewershed Repair, Replacement and Rehabilitation (SRRR) Plans which are required under the Consent Decree.

The Consulting Agreements

The consultants, RJN Group, Inc. and ADS Environmental Services, were selected by the Evaluation Committee on January 13, 2014.

1st Agreement: For Council Approval – April 7, 2014

Scope: Provide sanitary sewer flow monitoring services.

Amount: \$11,472,591.88

Contracts will be awarded to two vendors: ADS and RJN Group. The highest quote was from RJN, and the RJN price was used for the two-year estimated cost. One-half of this cost was used as the initial year estimate of \$2,076,250. Each contract will show a not-to-exceed amount set at \$11,472,591.88 for both contracts combined. The initial term is for two (2) years with three (3) 1-year renewal options.

Escalation of 5% over the entire term of the agreement are included in the total sum not to exceed \$11,472,591.88 for both contracts combined.

The RFP P-112, On-Call Sewer Flow Monitoring Services, requested services which included the installation of flow monitoring equipment to characterize the sewer flow within the County's sewer collection system. The data collected will be used to assist in the preparation and development of improvements to the County's sewer collection system as required by the County's Consent Decree and the Capital Improvement Program.

This project will require the selected firms to perform numerous tasks related to measuring and characterizing the flow in the County's collection system. The recommended firms were required to demonstrate extensive experience and qualifications with flow monitoring as well as demonstrating their ability to provide project services requiring timely completion, including Consent Decree project.

Five (5) proposals were submitted in response to RFP P-112 for the On-Call Sewer Flow Monitoring Services for the Department of Public Works, Bureau of Engineering and

Executive Summary – On-Call Sewer Flow Monitoring Services
Page 2

Construction, Sewer Design Section. An Evaluation Committee of five (5) reviewed the written proposals; each Committee member prepared score sheets for each proposal. The scoring results were discussed by the Committee on December 6, 2013. At this meeting, it was decided that oral presentations would be requested from the three (3) highest scoring firms: ADS Environmental Services, RJN Group, Inc., and JMT, Inc.

On January 7, 2014, the three highest scoring firms answered questions prepared by each of the Committee members. After deliberation by four (4) Committee members on January 13, 2014, two (2) firms were determined to be the Committee's choices for award: ADS Environmental Services and RJN Group, Inc. The Committee agreed that the two firms selected demonstrated the knowledge, skills, and abilities as well as the expertise, competence, understanding, and technical management experience to perform the requested tasks.

GAK:DAB:bjk
2/19/14

H:\Documents\BARBARA\dab1017 Executive Summary OnCall FlowMont RJN ADS EnvServ.docx

Prepared by: Department of Public Works

FM-2 (Contract)

Council District(s) All

Department of Public Works

Lease and Maintenance of Digital Plotter

The Administration is requesting approval of a contract with Reprographics Products Group, Inc. to lease and provide maintenance for a replacement wide-format digital plotter for the Department of Public Works, Bureau of Engineering and Construction. The contract commences upon Council approval and continues for 5 years, with an option to extend the agreement to allow for the completion of any equipment leases initiated during the 5-year term. The contract does not specify a maximum compensation. Compensation may not exceed the amount appropriated for these services during any contract year. Estimated compensation totals \$77,031 for the 5-year term of the lease.

Fiscal Summary

Funding Source	Total Compensation	Notes
County ⁽¹⁾	\$ 77,031	⁽¹⁾ General Fund Operating Budget.
State	--	⁽²⁾ Estimated compensation for the 5-year term. The contract does not specify a maximum compensation. Compensation may not exceed the amount appropriated for these services during any contract year.
Federal	--	
Other	--	
Total	\$ 77,031 ⁽²⁾	

Analysis

The Department plans to lease a KIP 7970 Color Advanced 4 Roll System with 720 Scanner/USB Hub (System), which provides wide-format copies and scan-to-file documents of engineering prints, zoning maps, development plats, etc. for County agencies and the public (engineering firms, contractors, realtors, and private citizens). The System would replace the leased system currently in use and would be installed in the Bureau's engineering records

section. The contractor would provide equipment maintenance within 8 hours of request during normal business hours (8:00 a.m to 5:00 p.m EST), Monday through Friday (excluding County holidays). There would be no charge for parts replaced due to normal wear.

The contract commences upon Council approval and continues for 5 years, with an option to extend the agreement to allow for the completion of any equipment leases initiated during the initial term. The lease period commences when the equipment is placed on site. The contract does not specify a dollar amount, rather, it provides: "In no event shall the compensation paid to the contractor exceed the sum approved and appropriated to provide these services and/or scope of work in any contract year of this Agreement." The contract provides for a 60-month rental term at \$1,258 per month, freight and installation, 4 hours of software training, service, labor, and parts. The monthly rental amount is based on a minimum print volume of 30,000 sq. ft. Overages will be billed at \$0.014 per sq. ft. The Department estimates yearly overage charges would total approximately \$311. Estimated compensation totals \$77,031 for the 5-year term of the lease. The Department anticipates additional charges of approximately \$10,000 per year for toner and paper, which will be purchased from other vendors. The County may terminate the agreement by providing 30 days prior written notice.

The contract was awarded on a non-competitive basis based on the Administration's review of three products on the market.

On March 5, 2007, the Council approved a contract with Oce North America, Inc. (name subsequently changed to Canon Solutions America) for the lease of a printer/copier/computer scanned imaging system for use by Central Printing Services. On October 10, 2009, the Department initiated the 5-year lease of the plotter currently in use. The Department pays a monthly rental of \$1,758. The Department plans to proceed with installation of the new plotter when the current lease expires.

County Code, Section 10-2-303(b), requires that a contract for the lease of commodities be approved by the County Council before it is executed.

FM-3 (BAT 14-04)

Council District(s) All

Department of Planning

Emergency Needs to Assist in Homelessness

The Administration is requesting approval of a General Fund budget appropriation transfer totaling \$48,510 from the Reserve for Contingencies Program to the Organization Contributions – General Grant Program to address additional emergency needs among Baltimore County citizens experiencing homelessness. See Exhibit A.

Fiscal Summary

<u>Transfer From</u>	<u>Program</u>	<u>Current Appropriation</u>	<u>Transfer Amount</u>	<u>Adjusted Appropriation</u>
047-4701	Reserve for Contingencies	\$ 747,000	\$ (48,510)	\$ 698,490
<u>Transfer To</u>				
059-5902	Organization Contributions- General Grant	\$ 4,851,770	\$ 48,510	\$ 4,900,280

Analysis

Source of Funds

The source of funding for the transfer is the Reserve for Contingencies Program. Specifically, \$48,510 is available from the \$747,000 that is presently unexpended and unencumbered within the Reserve for Contingencies Program.

Use of Funds

Organization Contributions – General Grant Program - \$48,510

Community Assistance Network, Inc. - \$32,000: The Department advised that \$32,000 of the additional funds will be used for Community Assistance Network, Inc. to assist approximately 16 homeless households residing at the Eastside or Westside Homeless Shelters to transition out

of shelter and into housing. Specifically, up to \$2,000 per household will be used to cover items including, but not limited to, housing/utility arrearages, first month's rent, security deposits, and essential furnishings. As a companion matter, FM-4 on this agenda requests an amendment to the existing Community Assistance Network, Inc. contract that would increase the total compensation of the contract by the \$32,000 transfer amount for the current FY 2014 renewal period, from \$1,239,690 to \$1,271,690. The Department advised that funding for these additional services is planned for future budgets.

Prologue, Inc. - \$16,510: The Department advised that \$16,510 of the additional funds will be used to supplement an existing federal grant to Prologue, Inc. totaling \$421,448 in order for its Street Outreach Program to provide additional homeless outreach services due to increased demand. Specifically, \$15,010 will be used for the salary, fringe, and operational costs associated with two new positions, one full-time case manager and one part-time case management aide. The remaining \$1,500 will be dedicated to client assistance, including food, job training, utility assistance, and fees to obtain official documents such as birth certificates. The Department advised that County funding for these additional positions is planned for future budgets.

The proposed budget appropriation transfer will result in a \$48,510 increase to ongoing spending subject to the Spending Affordability Committee's FY 2014 guideline; following the transfer, the budget will remain approximately \$2.1 million under the guideline.

County Charter, Section 712, provides that "[d]uring any fiscal year, the county council, upon the recommendation of the county executive on the advice of the county administrative officer, may make additional or supplementary appropriations from unexpended and unencumbered funds set aside for contingencies in the county budget...provided that the director of finance shall certify in writing that such funds are available for such appropriation."

BAT 14-04 - Homeless
Executive Summary

The Administration is submitting BAT 14-04 to transfer \$48,510 from Reserve for Contingencies Fund (001-047-4701) to Organization Contributions (001-059-5902) to address additional emergency needs among Baltimore County citizens experiencing homelessness.

The specific distribution of the transfer is detailed below.

Community Assistance Network, Inc. - \$ 32,000

The County funds 235 homeless shelter beds between the Eastside and Westside shelters which are both operated by Community Assistance Network, Inc. Many shelter residents experience barriers to regaining housing due to prior housing/utility arrearages or lack of funds for first month's rent/security deposit. These barriers also impact bed turnover delaying much needed assistance to new citizens experiencing homelessness. On average, the County's Homeless Screening Unit receives 40 calls for shelter each day and cannot house all those who call. Helping people move out of shelter is critically important and the County has identified a need for additional funds to assist in the transition out of shelter and into housing. Flexible rehousing funds of \$32,000 will be added to the existing Community Assistance Network, Inc. shelter contract of \$1,239,690 to assist approximately 16 homeless households residing at the Eastside or Westside Homeless Shelters move out of shelter and into housing. Up to \$2,000 per household will cover items including, but not limited, to housing/utility arrearages, first month's rent, security deposits and essential furnishings.

Prologue, Inc. - \$ 16,510

Prologue, Inc is a non-profit organization dedicated to serving the needs of Baltimore County's homeless citizens. Since the 1990s, Prologue's Street Team has served the most chronic and vulnerable homeless population across Baltimore County. The Street Team provides outreach to homeless individuals living on the streets, in camps, and other areas not fit for human habitation. The Team works with those homeless citizens willing to receive intensive case management services with the ultimate goal of obtaining housing, government benefits and other resources necessary to gain a stable, safe living environment. Last year, 188 individuals (46 children) were enrolled and 98 were housed. Another 332 homeless were recipients of outreach, but not enrolled in case management. In the first quarter of this fiscal year, 160 unduplicated individuals were served and 450 visits were made to Prologue's Outreach site.

Due to the increased demand for services, Prologue is in need of additional assistance. \$16,510 will be used to fund salary, fringe and operational costs associated with an additional case manager and part-time case management aide, with \$1,500 dedicated to client assistance.

Prepared by: Department of Planning

FM-4 (Contract Amendment)

Council District(s) All

Department of Planning

Housing Assistance to Homeless

The Administration is requesting an amendment to a contract with Community Assistance Network, Inc. (CAN) to assist clients currently living in the County-funded Eastside and Westside homeless shelters with moving into alternative housing. The amendment increases the maximum compensation by \$32,000, from \$1,239,690 to \$1,271,690, for the contract's first renewal period that ends June 30, 2014. Estimated compensation totals \$3,783,070 for the entire 3-year term, including the renewal and extension periods. See Exhibit A.

Fiscal Summary

Funding Source	Contract Amendment	Current Total Compensation	Amended Total Compensation
County ⁽¹⁾	\$ 32,000	\$ 3,751,070	\$ 3,783,070
State	--	--	--
Federal	--	--	--
Other	--	--	--
Total	<u>\$ 32,000</u> ⁽²⁾	<u>\$ 3,751,070</u>	<u>\$ 3,783,070</u> ⁽³⁾

⁽¹⁾ General Fund Operating Budget.

⁽²⁾ Additional compensation for the first renewal period (FY 2014).

⁽³⁾ Estimated compensation for the entire 3-year term of the contract, including the renewal and extension periods, assuming the \$32,000 increase for FY 2015.

Analysis

The contractor operates the 24-hour per day, year-round Eastside Shelter located in Rosedale for homeless families and single women and the Westside Shelter located in Catonsville for homeless men. The contractor is responsible for providing residents with a safe, secure, and sanitary environment; three meals per day; sleeping accommodations, bathrooms, and common

areas; and access to services that address the root causes of homelessness. Clients have access to day resource center services and also participate in the County's Homeless Management Information System and the annual Point in Time Survey. The Eastside Shelter is located at the County-owned Eastern Family Resource Center and can accommodate 125 clients per night. The Westside Shelter is located in leased space on the grounds of the Spring Grove Hospital Center and can accommodate 110 men per night. The Department advised that the contractor serves approximately 1,400 clients per year at both shelters combined. (St. Vincent de Paul of Baltimore, Inc. operates the Hannah More Family Shelter, which can accommodate 85 clients per night.)

On October 1, 2012, the Council approved the original 3-year agreement totaling \$1,239,690 for the initial 9-month term with compensation for subsequent fiscal years to be negotiated. The Department advised that the negotiated compensation for FY 2014 (the first renewal period) totaled \$1,239,690. The proposed amendment increases the maximum compensation by \$32,000, to \$1,271,690, and incorporates a revised program budget. The proposed amendment also revises the compensation terms for each renewal year; while currently subject to negotiation each renewal year, total compensation will be limited to the amount of funds allocated to provide these services. All other terms and conditions remain the same. Assuming an additional \$32,000 is allocated for FY 2015 (the second renewal period), the amended total compensation will increase to \$3,783,070 for the entire 3-year term, including the renewal and extension periods.

The Department advised that the proposed amendment will provide the contractor with funding to assist approximately 16 homeless households currently residing at the shelters with moving into alternative housing. Each household will be allocated up to \$2,000 for expenses such as first month's rent, security deposits, essential furnishings, and housing/utility arrearages. The Department advised that the households will be selected based on need and the ability to quickly and successfully move into alternative housing arrangements; selected clients will have income sources and be following transition plans under the guidance of case managers. The Department further advised that it is necessary to assist shelter clients with transitioning into alternative housing because the demand for shelter beds exceeds available shelter capacity.

The Department advised that as of February 1, 2014, expenditures and encumbrances for this contract totaled \$1,546,111. The County may terminate the agreement by providing 30 days prior written notice.

The contractor was selected through a competitive procurement process; however, CAN was the only contractor to submit a bid.

As a companion matter, FM-3 (BAT 14-04) on this agenda transfers \$32,000 from the Reserve for Contingencies to the Organizational Contributions budget for this proposed contract amendment.

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....”

Executive Summary

The County funds 235 homeless shelter beds between the Eastside and Westside shelters which are both operated by Community Assistance Network, Inc. Many shelter residents experience barriers to regaining housing due to prior housing/utility arrearages or lack of funds for first month's rent/security deposit. These barriers also impact bed turnover delaying much needed assistance to new citizens experiencing homelessness. On average, the County's Homeless Screening Unit receives 40 calls for shelter each day and cannot house all those who call. Helping people move out of shelter is critically important and the County has identified a need for additional funds to assist in the transition out of shelter and into housing.

Flexible rehousing funds of \$32,000 will be added to the existing Community Assistance Network, Inc. shelter contract of \$1,239,690 ^{for FY14} to assist approximately 16 homeless households residing at the Eastside or Westside Homeless Shelters move out of shelter and into housing. Up to \$2,000 per household will cover items including, but not limited to, housing/utility arrearages, first month's rent, security deposits and essential furnishings.

A CARF for the BAT to transfer these funds is being presented at this time also.

FM-5 (Contract)

Council District(s) 6

Department of Permits, Approvals and Inspections

Acquisition of Land – 3054 Arizona Avenue

The Administration is requesting approval of a contract to acquire property totaling 0.062 acre for \$8,642 for the construction of a T-turnaround at the end of Arizona Avenue in Parkville. The turnaround is necessary so that large vehicles (e.g., trash trucks, fire trucks) can turn around to exit the dead-end street, rather than back out of the street. Michael B. Levy currently owns the property, which is located at 3054 Arizona Avenue. The property is zoned DR-5.5 (Density Residential - 5.5 dwelling units/acre) and will be used for highway right-of-way and temporary construction areas. See Exhibit A.

Fiscal Summary

Funding Source	Purchase Price	Notes
County	\$ 8,642 ⁽¹⁾	⁽¹⁾ Capital Projects Fund.
State	--	
Federal	--	
Other	--	
Total	<u>\$ 8,642</u>	

Analysis

Robert W. Kline, staff appraiser, completed an appraisal of the property in July 2013, recommending a value of \$8,642. After review and analysis, S. David Nantz, review appraiser, concurred with the appraisal, recommending the respective amount as just compensation for the acquisition. The Department of Permits, Approvals and Inspections – Real Estate Compliance Division advised that the property owner accepted the County’s offer.

The 0.062-acre property to be acquired is part of a 0.36-acre parcel that is residentially improved with a detached one-story single family dwelling and detached accessory structures.

This acquisition will enable the construction of a T-turnaround at the end of Arizona Avenue for use by trash haulers and other large vehicles (e.g., fire trucks and ambulances).

The Department advised that two acquisitions are needed for this project, both of which require Council approval. This is the second and final acquisition to be considered for Council approval.

Estimated project costs for the improvement to Arizona Avenue total \$400,000, including \$200,000 for construction. As of March 17, 2014, \$193,462 has been expended/encumbered for this project, excluding the cost of this acquisition. The Department advised that construction is expected to begin in June 2014 and to be completed in August 2014.

County Charter, Section 715, requires Council approval of real property acquisitions where the purchase price exceeds \$5,000.

EXECUTIVE SUMMARY

PROGRAM TITLE: Arizona Avenue

PROJECT NO.: 205-0002-0897

FISCAL MATTER: Contract of Sale

PROPERTY OWNERS: Michael Brian Levy

PROPERTY INTEREST TO BE ACQUIRED: Highway Right of Way containing 0.0566 acre (2,467 sq. ft.) +/-
Total Temporary Construction and Adjustment Area containing 0.0054 acre (235 sq. ft.) +/-

LOCATION: 3054 Arizona Avenue
Baltimore, Maryland 21234

CONSIDERATION \$8,642.00

PURPOSE OF PROJECT: To add a T-turnaround at the end of Arizona Avenue

LIMITS OF PROJECT: To improve the roadway from 3052 Arizona Avenue to the end of the road where the T-turnaround will be installed.

Prepared By: Department of Permits, Approvals & Inspections

FM-7 (Contract)

Council District(s) 4

Department of Permits, Approvals and Inspections

Acquisition of Land – 9505 Winands Road

The Administration is requesting approval of a contract to acquire property totaling 0.143 acre for \$14,000 for the widening and extension of Owings Mills Boulevard south, from Winands Road to Liberty Road. Max S. and Carol Oppenheimer currently own the property, which is located at 9505 Winands Road in Randallstown. The property is zoned DR-3.5 (Density Residential - 3.5 dwelling units/acre) and will be used for highway right-of-way and temporary construction areas. See Exhibit A.

Fiscal Summary

Funding Source	Purchase Price	Notes
County	\$ 14,000 ⁽¹⁾	⁽¹⁾ Capital Projects Fund.
State	--	
Federal	--	
Other	--	
Total	<u>\$ 14,000</u>	

Analysis

Robert W. Kline, staff appraiser, completed an appraisal of the property in September 2012, recommending a value of \$11,879. After review and analysis, S. David Nantz, review appraiser, concurred with the appraisal, recommending the respective amount as just compensation for the acquisition. The Department of Permits, Approvals and Inspections – Real Estate Compliance Division advised that the property owners made several counter offers over a year-long period of negotiation and, as a result of the County's last and best offer to avoid filing a petition for condemnation, a settlement was reached at \$14,000.

The 0.143-acre property to be acquired is part of a 6.46-acre parcel that is improved with a detached frame dwelling in poor condition.

The Department advised that 14 acquisitions are needed for this project, 10 of which require Council approval. As of March 7, 2014, the Council has approved six property acquisitions and two petitions for condemnation for this project.

The widening of Owings Mills Boulevard consists of two phases. Phase I is from Lyons Mill Road to Winands Road; Phase II is from Winands Road to Liberty Road. Phase I was completed in August 2012 at a cost of \$14 million. Estimated project costs for Phase II total \$17 million, including \$15 million for construction. As of March 17, 2014, \$16,121,295 has been expended/encumbered for this project, excluding the cost of this acquisition. The Department advised that construction commenced in July 2013 and is expected to be completed by summer 2015.

County Charter, Section 715, requires Council approval of real property acquisitions where the purchase price exceeds \$5,000.

EXECUTIVE SUMMARY

PROGRAM TITLE: Owings Mills Boulevard

PROJECT NO.: 205-0303-0384

FISCAL MATTER: Contract of Sale

PROPERTY OWNERS: Max Stul Oppenheimer &
Carol Oppenheimer

PROPERTY INTEREST TO
BE ACQUIRED: Highway Right of Way containing
0.116 acre (5,046 sq. ft.) +/-

Temporary Construction area containing
0.027 acre (1,186 sq. ft.) +/-

LOCATION: 9505 Winands Road
Randallstown, Maryland 21133

CONSIDERATION \$14,000.00

PURPOSE OF PROJECT: To acquire a portion of a parcel of land and the
necessary easement for the widening and extension of
Owings Mills Boulevard. Phase II, extending Owings
Mills Boulevard south to Liberty Road.

LIMITS OF PROJECT: PHASE I – Lyons Mill Road to Winands Road
PHASE II – Winands Road to Liberty Road

Prepared By: Department of Permits, Approvals &
Inspections

FM-8 (Contract)

Council District(s) All

Office of Information Technology

Lease - Replacement Mainframe Printer

The Administration is requesting approval of a contract with Xerox Corporation to lease and provide maintenance for a replacement mainframe printer. The contract commences upon Council approval, continues until October 31, 2015, and will automatically renew for two additional 1-year periods. The County may also extend the contract to allow for the completion of equipment leases initiated during the initial term or subsequent renewals. The County will initiate a 5-year lease for the mainframe printer during the initial term. The contract does not specify a maximum compensation for the 5-year term of the lease. Compensation may not exceed the amount appropriated during each calendar year for these services. Estimated compensation totals \$158,888 for the entire 5-year lease period. See Exhibit A.

Fiscal Summary

Funding Source	Total Compensation	Notes
County ⁽¹⁾	\$ 158,888	⁽¹⁾ General Fund Operating Budget. ⁽²⁾ Estimated compensation for the 5-year lease period. The contract does not specify a maximum compensation for the 5-year term of the lease. Compensation may not exceed the amount appropriated for these services during any contract year.
State	--	
Federal	--	
Other	--	
Total	\$ 158,888 ⁽²⁾	

Analysis

The County plans to lease a new mainframe printer to replace its existing leased mainframe printer. The agreement includes maintenance, including parts, labor, service, and preventative maintenance. The contractor will provide equipment maintenance within 8 hours of request during normal business hours (8:00 a.m. to 5:00 p.m. EST), Monday through Friday (excluding

County holidays). The Office advised that this printer is used to print all reports generated by the County's mainframe, as well as to print 1099s, jury notices, and tax forms from network servers. The proposed contract provides for a lease rate of \$2,642 per month, plus \$0.0060 per copy in excess of 200,000 per month. The Office advised that no overage charges have been incurred under the current lease, and it does not anticipate incurring overage charges under the proposed new lease.

The contract commences upon Council approval, continues until October 31, 2015, and will automatically renew for two additional 1-year periods. The County may also extend the contract to allow for the completion of equipment leases initiated during the initial term or subsequent renewals. The lease period commences when the equipment is placed on site. The County will initiate a 5-year lease for the mainframe printer during the initial term. The contract does not specify a maximum compensation for the 5-year term of the lease. Compensation may not exceed the amount appropriated for these services in any contract year. Estimated compensation totals \$158,888 over the entire 5-year lease period, including an estimated \$350 for hard drive removal upon completion of the lease. The County may terminate the agreement by providing 30 days prior written notice.

The contract was awarded as a piggyback to an existing competitively bid State of Maryland contract awarded on June 15, 2012, which was awarded to the lowest responsive and responsible bidder.

On December 1, 2008, the Council approved an approximate 2-year and 10-month contract with Xerox Corporation not to exceed \$200,000 for the 5-year lease of a high-speed black and white photocopier for use by Central Printing Services. On August 3, 2009, the Council approved a \$238,000 amendment to the contract to add a 5-year lease for a mainframe printer, increasing the maximum compensation of the contract to \$438,000, and extending the contract term through August 3, 2014. The Office advised that although the contract has not yet expired, Xerox has agreed to allow the County to trade-in its existing equipment prior to its expiration with no penalty. The Office further advised that \$366,681 has been expended under the original contract as of February 25, 2014; of this amount, \$188,192 has been expended for the mainframe printer lease and \$178,489 has been expended for the photocopier lease.

FM-9 on this agenda is a contract with Ricoh Americas Corporation to lease and provide maintenance for two replacement copiers (one black and white and one color).

County Code, Section 10-2-303(b), requires that a contract for the lease of commodities must be approved by the County Council before it is executed.

Executive Summary

Summary - This fiscal matter is a contract with Xerox Corporation for the lease of a new mainframe printer for Baltimore County Government that will result in a Master Agreement. This contract will replace the current contract with Xerox Corporation for the existing mainframe printer.

Background – The County currently leases a mainframe printer and maintenance of Model Xerox P4112EPSC from Xerox Corporation on Master Agreement 1168. The mainframe printer prints all reports generated by the mainframe, as well as print jobs such as 1099s, Jury Notices and Tax Forms from network servers. Master Agreement 1168 became effective on December 1, 2008 with the lease of two high volume photocopier/printers for Central Printing. The Master Agreement was amended on August 3, 2009 to add the lease of the mainframe printer. The lease expires on August 3, 2014.

Purpose - The new contract with Xerox Corporation is a piggyback of the State of Maryland RFP No. 0011T818846 for Document Imaging Solutions, dated June 15, 2012. Xerox Corporation was the lowest responsive and responsible bidder. The contract shall provide for the lease of Model Xerox D125 Printer and maintenance to the Baltimore County Office of Information Technology to replace the existing leased mainframe printer.

The lease is for five (5) years. The initial term of the contract is through October 31, 2015, with the option for the County to extend the Agreement to allow for the completion of equipment leases initiated during the initial term. The County is initiating a five (5) year lease during the initial term of the Agreement.

Fiscal Impact – The lease rate for the current Xerox mainframe printer is \$3,840.66 per month for 268,000 impressions and overage charges of \$0.0043 per impression. The County has not incurred overage charges under this lease. So the current annual cost is \$46,087.92.

The cost for the five (5) year lease period is \$230,439.60.

Annual Lease Cost:	\$ 46,087.92
	<u> X 5</u>
	\$ 230,439.60

The lease rate for the new Xerox mainframe printer is \$2,642.30 per month for 200,000 impressions and overage charges of \$0.0060 per impression. The County does not anticipate incurring overage charges under the new lease. So the estimated annual cost for the new lease is \$31,707.60.

The hard drive is to be removed and provided to Baltimore County upon completion of the lease at a mutually agreed upon rate by both parties, estimated at \$350.00.

The estimated compensation cap for the entire five (5) year lease period is \$158,888.

Annual Lease Cost:	\$ 31,707.60
	<u> X 5</u>
	\$ 158,538.00
Hard Drive Removal:	\$ <u>350.00</u>
	\$ 158,888.00

Prepared by: Office of Information Technology

FM-9 (Contract)

Council District(s) All

Office of Information Technology

Lease - Replacement - Color Copier/Black and White Copier

The Administration is requesting approval of a contract with Ricoh Americas Corporation to lease and provide maintenance for two replacement copiers (one color and one black and white) for use by Central Printing Services. The contract commenced on February 11, 2013, continues until June 20, 2016, and will automatically renew for six additional 1-year periods. The County will initiate 5-year leases for the copiers during the initial term. The contract does not specify a maximum compensation for the 5-year term of the lease. Estimated compensation totals \$227,959 over the entire 5-year lease period for both copiers combined. See Exhibit A.

Fiscal Summary

Funding Source	Total Compensation	Notes
County ⁽¹⁾	\$ 227,959	⁽¹⁾ Central Printing Services - Internal Service Fund. ⁽²⁾ Estimated compensation for the 5-year lease period for both copiers. The contract does not specify a maximum compensation for the 5-year term of the lease.
State	--	
Federal	--	
Other	--	
Total	\$ 227,959 ⁽²⁾	

Analysis

The County plans to lease two new high-speed production copiers (one color copier and one black and white copier) for use by Central Printing Services, an Internal Service Fund that recovers operating expenses through fixed-rate billings to user agencies. The new copiers will replace the two existing copiers that are currently under lease, one with Xerox Corporation (black and white copier) and one with Canon Solutions America, Inc., formerly Océ North America, Inc. (color copier) The contractor will provide equipment maintenance within 4 hours

of request during normal business hours (7:30 a.m. to 4:30 p.m. EST), Monday through Friday (excluding County holidays). There will be no charge for parts replaced due to normal wear.

The lease rate for the black and white copier (model 8100S) is \$764 per month, plus a \$0.007 per copy charge, with estimated usage of approximately 125,000 copies per month. The lease rate for the color copier (model C751EX) is \$1,230 per month, plus \$0.007 per copy for all black/white copies, and \$0.043 per copy for all color copies, with estimated black/white and color usage of 10,000 and 20,000 copies per month, respectively.

The contract commenced on February 11, 2013, continues until June 30, 2016, and will automatically renew for six additional 1-year periods unless the County provides notice of non-renewal. The County will initiate 5-year leases for the copiers during the initial term. The contract does not specify a maximum compensation for the 5-year term of the leases. Estimated compensation totals \$227,959 over the entire 5-year lease period for both copiers combined, including \$350 each for hard drive removal upon completion of each lease. The Office anticipates the County will save approximately \$70,000 over the term of these two leases. The County may terminate the agreement by providing 30 days prior written notice.

The contract was awarded as a piggyback to an existing U.S. Communities Government Purchasing Alliance contract, which was awarded to the lowest responsive and responsible bidder on February 11, 2013.

On March 5, 2007, the Council approved a contract with Océ North America, Inc. (name subsequently changed to Canon Solutions America) for the 3-year lease of a printer/copier/computer scanned imaging system for use by Central Printing Services. The equipment was subsequently upgraded to an OCE color copier with the lease term extended to 5 years, and the expiration date of the contract term extended to allow for completion of the 5-year lease. The Office advised that \$364,765 has been expended to-date under this contract.

On December 1, 2008, the Council approved an approximate 2-year and 10-month contract with Xerox Corporation not to exceed \$200,000 for the 5-year lease of a high-speed black and white photocopier for use by Central Printing Services. On August 3, 2009, the Council approved a \$238,000 amendment to the contract to add a 5-year lease for a mainframe printer, increasing the maximum compensation of the contract to \$438,000, and extending the contract term through August 3, 2014. The Office advised that although the contract has not yet expired, Xerox has agreed to allow the County to trade-in its existing equipment prior to expiration

without penalty. The Office further advised that \$366,681 has been expended under the original contract as of February 25, 2014; of this amount, \$188,192 has been expended for the mainframe printer lease and \$178,489 has been expended for the photocopier lease.

FM-8 on this agenda is a contract with Xerox Corporation to lease and maintain a replacement mainframe printer.

County Code, Section 10-2-303(b), requires that a contract for the lease of commodities must be approved by the County Council before it is executed.

Executive Summary

Summary - This fiscal matter is a contract with Ricoh Americas Corporation, Inc. to provide for the lease of two new leased production copiers for The Office of Information Technology, Central Printing. This will result in new Master Agreement.

Background – Central Printing currently services the agencies of Baltimore County Government by providing a variety of print services. In addition to its Off-Set Press machines, Central Printing has two high speed production copiers that are both at the end of five year leases. These copiers are necessary to the Central Printing operation.

One of the copiers currently on lease is a Xerox Black & White - Model # P120-MFFC, Serial Number AFR269873 that was a result of a contract, Master Agreement 1168, implemented on December 1, 2008 and amended on August 3, 2009 extending the term until August 3, 2014.

The other copier currently on lease is an Oce Color Copier - Model # CS620, Serial Number 100000433 that was a result of contract, Master Agreement 659, implemented with Oce North America Inc. on March 5, 2007. This lease was initiated under Master Agreement 659 on September 19, 2008. Oce North America Inc. changed its legal name to Cannon Solutions America effective January 13, 2013. Due to this name change Master Agreement 2506 replaced Master Agreement 659.

Purpose – The new contract is a Participating Agreement with Fairfax County, Virginia to the U.S Communities Contract # 4400003732 for the lease of a new high speed black/white copier and a new high speed color copier for Central Printing.

The purpose of this agreement is to provide Central Printing with these new leased production copiers to replace the outdated Xerox and Oce machines listed above. One copier is 8100S Model and will replace the high speed Xerox machine which will reproduce black and white printed jobs. The second copier is the C751 EX Model and has color and black and white capabilities, and is replacing the Oce color copier.

These new machines are equipped with more efficient and modern digital technologies that will allow for higher volume jobs to be completed on copiers as opposed to the Off-Set press machines, which requires more skilled labor, supplies and time.

Fiscal Impact – Both copiers will be leased for a term of five years.

The 8100S copier will have a base rental of \$764.39 per month (60 months @ \$764.39 = \$45,863.40). In addition to the monthly base price, a per copy charge of \$0.007 will be billed. Estimated usage for this copier is approximately 125,000 copies per month (125,000 @ \$0.007 = \$875.00 per month X 60 months = \$52,500). Total estimated commitment for this copier over 5 years is \$98,363.40.

The C751EX copier will have a base rental of \$1,229.92 per month (60 months @ \$1,229.92 = \$73,795.20). In addition to the monthly base price, a per copy charge of \$0.007 will be billed for all black/white copies and \$0.043 for all color copies. Estimated black/white usage is approximately 10,000 copies per month. (10,000 @ \$0.007 = \$70.00 per month X 60 months = \$4,200). Estimated Color usage is approximately 20,000 copies per month. (20,000 @ \$0.043 = \$860.00 per month X 60 months = \$51,600). Total estimated commitment for this copier over 5 years is \$129,595.20.

Annual estimated cost for both copiers is \$45,591.72.

In addition to this contract allowing Central Printing to utilize the latest digital printing technology capabilities to service agencies, it is anticipated the County will save approximately \$70,000 over the term of these leases.

Prepared by: Office of Information Technology

MB-2 (Res. 20-14) Grant

Council District(s) 7

Mrs. Bevins (By Req.)

Department of Planning

Approval of Grant Application – Dundalk Renaissance Corporation

The Administration is requesting the approval of a grant totaling \$170,000 to the Dundalk Renaissance Corporation (DRC). The grant funds will be used for a branding and marketing campaign of the Dundalk community (\$20,000) and to provide grants of \$5,000 to 30 homebuyers of Dundalk housing (\$150,000) by the DRC.

Fiscal Summary

Funding Source	Grant Amount	Notes
County ⁽¹⁾	\$ 53,580	⁽¹⁾ Special Fund Operating Budget.
State ⁽²⁾	116,420	⁽²⁾ Maryland Department of Housing and Community Development Administration funds.
Federal	--	⁽³⁾ DRC will provide in-kind volunteer labor for the branding campaign and marketing events valued at \$12,000, plus contributions from the State of Maryland Baltimore Regional Neighborhood Initiative (\$170,000), Johns Hopkins Bayview Medical Center (\$10,000), and private sponsors (\$7,000).
Other ⁽³⁾	--	
Total	<u>\$ 170,000</u>	

Analysis

DRC is a nonprofit, community-based membership organization and community development corporation dedicated to promoting and revitalizing the greater Dundalk community. The organization's activities include: participating in community-based building events primarily in the Main Street commercial area; serving as a resource and support to Main Street businesses and the adjoining neighborhoods; promoting a more positive image of the community through

improved marketing and continued development of the “My Town Dundalk” positioning campaign; and providing leadership on planning and development issues as they arise.

In addition, the DRC is initiating a multi-pronged strategy to boost Dundalk’s housing market. The DRC will use the grant funds for the following two purposes:

- Branding and Marketing Campaign (\$20,000) – To partially pay for a contractor to develop a new brand and marketing plan for Dundalk, including a homebuyer tour and resource fair. The contractor will create a website to market the Dundalk community and produce photography, video, and print designs for the tour and fair; and
- Homebuyers’ Grants (\$150,000) – To provide grants to homebuyers of Dundalk housing, whose income levels exceed the limits of other County homebuyer programs (e.g., Settlement Expense Loan Program (SELP)). The organization will award 30 grants of \$5,000 each on a first-come, first-served basis for approved new homebuyers in the Dundalk 21222 zip code who attended the homebuyer tour and resource fair.

The grant application states that the DRC will provide volunteer labor valued at \$12,000, plus contributions from the State of Maryland Baltimore Regional Neighborhood Initiative (\$170,000), Johns Hopkins Bayview Medical Center (\$10,000), and private sponsors (\$7,000).

In recent years, the County has provided DRC annual operating support grants as well as numerous other grants to support various initiatives.

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).

BALTIMORE COUNTY COUNCIL
NOTES TO THE AGENDA
APPENDIX A

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

TO: Fred Homan
Administrative Officer

DATE: 2/21/14

FROM: Keith Dorsey, Director
Office of Budget & Finance 

**COUNCIL MEETING
DATE:** 4/07/14

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 6661 SMG Equipment
Groomer, Artificial Turf, SMG SportChamp

This Order is for the purchase of one (1) SMG SportChamp, which will be utilized by Property Management, for the maintenance of thirteen (13) County owned artificial turf fields. As detailed in the justification memo dated January 16, 2014, from George Klunk, Division Chief of Property Management, the unit is a self contained, motorized unit, with the versatility of multiple attachments.

The SMG SportChamp performs deep cleaning and anti-microbial application, which is needed on the artificial turf fields for the removal of bodily fluids (spittle, blood, sweat, vomit, urine), and/or bird or animal droppings. SMG Equipment is the sole authorized distributor for the United States, as documented in a letter from Kevin Dorney at SMG Equipment, dated December 12, 2013.

Total expenditure for the SMG SportChamp, and all required attachments, is \$49,602.60.

Amount: \$49,602.60
Award Date: 2/21/14

c: M. Field
T. Peddicord
L. Smelkinson

BALTIMORE COUNTY, MARYLAND
INTER-OFFICE CORRESPONDENCE

MB-1(b)

TO: Fred Homan
Administrative Officer

DATE: 3/04/14

FROM: Keith Dorsey, Director
Office of Budget & Finance

COUNCIL MEETING
DATE: 4/07/14

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 6225 Agilent Technologies Inc.
Gas chromatograph-Mass Spectrometer w/ FID, Police

This Order is for the purchase of a gas chromatograph – mass spectrometer with flame ionization detector (GC/MS-FIS) for the Forensic Chemistry Unit in the Police Department.

As indicated in Chief James Johnson's memo dated May 16, 2013, this equipment will replace an existing outdated system at the end of its serviceable lifespan. This system is proprietary to Agilent Technologies Inc. and cannot be purchased from any other vendor.

Amount: \$128,510.40
Award Date: 3/04/14

PO 6232 Agilent Technologies Inc.
Chromatograph, Gas with FID, Police Forensic

This Order is for the purchase of an Agilent Gas Chromatograph with Flame Ionization Detector (GC-FID) for the Forensic Chemistry Unit in the Police Department.

According to the memo dated July 30, 2013 from Chief Johnson the "GC-FID" has out lived its serviceable life span and is outdated. A replacement unit is needed in order to maintain the high level of production by the Chemistry Unit. Due to the fact that our existing barcodes are multi-plane we are limited to a certain manufacturer. The reading of the multiplane barcodes positively identifies all samples and prevents the possibility of sample mix-up.

Agilent is the only manufacturer that can provide auto-sampling with a multi-plane barcode.

Amount: \$55,048.00
Award Date: 3/04/14

c: M. Field
T. Peddicord
L. Smelkinson