

*BALTIMORE COUNTY COUNCIL  
NOTES TO THE AGENDA  
LEGISLATIVE SESSION 2017*

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*Issued: December 22, 2016  
Work Session: NONE  
Legislative Day No. 1: January 3, 2017*

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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**

**January 3, 2017**

**NOTES TO THE AGENDA**

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**BALTIMORE COUNTY COUNCIL AGENDA  
LEGISLATIVE SESSION 2017, LEGISLATIVE DAY NO. 1  
JANUARY 3, 2017 6:00 P.M.**

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

Page

**CALL OF BILLS FOR FINAL READING AND VOTE**

NONE

**APPROVAL OF FISCAL MATTERS/CONTRACTS**

**STEVE WALSH, DIRECTOR, DEPARTMENT OF PUBLIC WORKS**

- 1 1. Contracts – (2) – Snow removal and salt application – DPW

**KEITH DORSEY, DIRECTOR, OFFICE OF BUDGET AND FINANCE**

- ~~2. Amendment to Contract – Lorenz Lawn and Landscape, Inc. – mowing services – Double Rock Cluster 3 area – OBF~~  
~~3. Amendment to Contract – Lorenz Lawn and Landscape, Inc. – mowing services – Texas Cluster area – OBF~~

**MISCELLANEOUS BUSINESS**

**COUNCIL**

- 5 1. Correspondence - (a)(2) - Non-Competitive Awards (November 23, 2016)  
7 (b)(1) – Non-Competitive Awards (November 23, 2016)

**FM-1 (2 Contracts)**

**Council District(s) All**

**Department of Public Works**

**Snow Removal and Salt Application**

The Administration is requesting approval of two contracts, with Machado Construction Co., Inc. and G.A. Mechanical, Inc., to provide on-call snow removal and salt application services. The contracts commenced October 20, 2016 and October 26, 2016, respectively, continue through April 30, 2017, and may not exceed \$25,000 unless approved by the Council. If approved, the contracts may be renewed for 9 years (November 1 through April 30 constitutes a snow season). Compensation for the two contracts, together with all other contracts for these services, may not exceed the amount appropriated for snow removal and salt application services during the entire approximate 9-year and 6 month term of the agreements.

**Fiscal Summary**

<b>Funding Source</b>	<b>Initial Term</b>	<b>Maximum Compensation</b>
<b>County</b>	*	*
<b>State</b>	--	--
<b>Federal</b>	--	--
<b>Other</b>	--	--
<b>Total</b>	* (1)	* (2)

(1) The hourly rates are \$110 for Machado Construction Co., Inc. and \$110, \$145, and \$160 for G.A. Mechanical, Inc., depending on the type of equipment provided, with no specified maximum compensation. The contracts, together with all other contracts for these services, are limited in the aggregate to the amount appropriated for snow removal and salt application services. The contract amounts are not reasonably estimable at this time.

(2) Maximum compensation together with all other contracts for these services for the entire approximate 9-year and 6 month term, including renewals, may not exceed the amount appropriated for snow removal and salt application services each year. The amounts are not reasonably estimable at this time.

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### Analysis

In accordance with the Department's snow removal plan, responsibility for most Priority 1 routes (i.e., roads with traffic volumes of at least 10,000 vehicles per day) will be assigned to contractors, allowing the County to focus its efforts on subdivision streets more quickly.

The contract with Machado Construction Co., Inc. commenced October 20, 2016 and the contract with G.A. Mechanical, Inc. commenced October 26, 2016. The contracts continue through April 30, 2017 and may not exceed \$25,000 unless approved by the Council. If approved, the contracts may be renewed for 9 years on the same terms and conditions, unless the County provides notice of non-renewal. A snow season begins November 1<sup>st</sup> and ends April 30<sup>th</sup>. The contracts do not establish a fixed dollar amount; rather, the contracts state that the compensation paid to all contractors providing snow removal and salt application services may not exceed the amount appropriated during the entire term of the agreement. The Department advised that an estimated amount for each contract is undeterminable due to the unpredictable nature and timing of snow falls (i.e., density and depth of snow falls, number of snow falls occurring during the season). The County may terminate the agreements by providing 30 days prior written notice.

The FY 2017 budget for the Storm Emergencies Program totals \$5,986,000, including \$1,100,000 for contractual snow removal services. The Department advised that snow removal expenditures for FY 2016 totaled approximately \$15.6 million, including approximately \$8.9 million for contractual services.

Machado Construction Co., Inc. will provide four single axle dump trucks with plows and spreaders at an hourly rate of \$110. G.A. Mechanical, Inc. will provide one single axle dump truck (over 8-ton), one 1-ton pick-up truck, and one single axle truck with 1-ton capacity, all with plows and spreaders, and two 2-cu. yd. skid loaders at hourly rates of \$145, \$110 and \$110, and \$160, respectively. Each contractor will be paid based on the actual hours the equipment is in service, including up to 2 hours for travel time (1 hour each to and from the County highway shop). Additionally, the minimum work shift for any dispatched truck is 4 hours. The County will provide all rock salt for spreading on road surfaces.

The Office of Budget and Finance, Purchasing Division advised that the pricing and contract terms are based on similar contracts established by the State of Maryland. However, hourly rates may be changed at the time of each annual renewal based on the State of Maryland rates in effect at

that time. The State contract includes an additional incentive payment to each contractor after the snow season ends in the amount of \$500 per truck if the contractor was available and present for all snow events. The County's contracts also include this incentive payment.

In procuring these services, the Department requested and received a waiver of a sealed bid process from the Administrative Officer due to the competition with surrounding jurisdictions. Accordingly, the contractors were selected on a non-competitive basis.

For the 2016/2017 snow season, the Department advised that approximately 246 pieces of snow removal equipment (e.g., trucks, loaders, backhoes, and graders) are available from its Bureau of Highways and Equipment Maintenance and Bureau of Utilities, the Department of Recreation and Parks, and the Department of Education. The County currently has contracts with 56 contractors, excluding these two contractors, which provide approximately 267 pieces of equipment.

The Purchasing Division advised that there are currently no additional snow removal contracts pending Council approval at this time.

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...."

BALTIMORE COUNTY COUNCIL  
NOTES TO THE AGENDA  
APPENDIX A

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

**TO:** Fred Homan  
Administrative Officer **DATE:** 11/23/16

**FROM:** Keith Dorsey, Director   
Office of Budget & Finance **COUNCIL MEETING**  
**DATE:** 1/3/17

**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 9700 Apple Ford Inc. dba Apple Ford Lincoln Mercury – Truck, Pickup, Ford, F-250, Highways, VOM, FY17

This is the one-time purchase of a Ford F-250 pick-up truck, for the Department of Public Works – Bureau of Highways. As detailed in the justification memo signed by Joseph Delucia, Administrator, dated October 27, 2016, County Equipment Number 27523, a 2006 Chevrolet pick-up truck suffered terminal engine failure, and at ten (10) years of age, Vehicle Operations Maintenance determined that it is not economical to seek a replacement engine, as the unit is fully depreciated. Apple Ford of Columbia, Maryland has a Ford F-250 pick-up truck in stock that would fulfill the immediate requirements of the Bureau of Highways. Based upon previous bid data, ordering a truck through Ford Motor Company would result in a 140 day lead time for delivery.

Total: \$31,046.00  
Award Date: 11/23/16

PO 9692 Atlantic Diving Supply Inc. – Bomb Detection Equipment, NeX-Ray, HDT, Police

The Baltimore County Police Department is purchasing a NeX-Ray FPX Nano With integrated display form Atlantic Diving Supply, Inc. for use by the Hazardous Devices Team during tactical bomb squad operations.

As stated in Chief James W. Johnson's memo dated September 7, 2016, this purchase provides equipment that can be rapidly deployed to obtain X-Ray images of suspicious items involving potential improvised explosive devices. It

aids the bomb technicians to determine whether an actual bomb threat or other hazard exists and to develop a plan on how to render the device safe.

The NeX-Ray FPX Nano is the only dismantled tactical bomb technician X-Ray system utilized by all seven (7) bomb squads in the State of Maryland, ensuring interoperability among area bomb technicians. Deployment and use of the equipment is being taught by the FBI and each member of the HDT has been trained on and is familiar with, NeX-Ray products.

ADS is the only source for this equipment for the State of Maryland.

Total: \$34,758.42  
Award Date: 11/23/16

c: M. Field  
T. Peddicord  
L. Smelkinson

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Purchase Order

MA 2885      Bibliotheca, LLC – Radio Frequency Identification (RFID) Products - BCPL

This is a six-year contract to upgrade the Radio Frequency Identification (RFID) System, utilized by the Baltimore County Public Library. As detailed in the justification memo dated October 20, 2016, signed by Pam Platt, Deputy Director, the County entered into Master Agreement 2885 with Bibliotheca, LLC in February 2015, to provide the library branches with RFID. As the result of branch renovations, and as well as library equipment upgrades to assure Payment Card Industry Compliance, OIT is requesting an increase to the compensation cap on the existing Master Agreement, in the amount of \$1,890,270.00, for the remainder of the contract term. Adjusting the compensation cap on the existing agreement will continue to ensure compatibility, functionality, and replacing equipment that has reached the end of life for the RFID security system. Funds will be encumbered by Delivery Order each fiscal year.

FY 17 - \$1,040,270.00

FY 18 - \$250,000.00

FY19 - \$275,000.00

FY 20 - \$325,000.00

Not to Exceed: \$2,758,403.00

Award Date: 11/23/16

c: M. Field  
T. Peddicord  
L. Smelkinson