

The meeting of the Contract Review Committee was called to order at 1:00 PM on May 9, 2024, by Melissa Garner.

CRC Members In Attendance

Fariba Kassiri (Chair), CEX
Melissa Garner, PRO
Megan Greene, OCA
Chris Mullin, OMB

Procurement Staff in Attendance

Avinash Shetty	Michael Rivas	Zahanara Hasan
Breanna Oland	Robert Norris	
Breanna Stroman	Virginia Tejada-Gurmendi	
Eli Fuhrman		

Items Discussed - 2 Item(s)

Item #1: Department of Environmental Protection

Action Type:	Amendment/Extension Beyond the Term/Increase Funding/Sole Source/Non-Competitive		
Contractor:	Petroleum Recovery and Remediation Management, Inc.	Contract:	1114934
Contract Desc:	Fuel System Maintenance and Tank Replacement		
Execution:	6/2/20	Expiration:	6/1/24
Contract Val:	\$2,434,617.00	Cost of Action:	\$20,000.00

Adam Ohl, Amy Stone, Lisa Swager, Michael Fisher, and Scott Faunce were in attendance on behalf of the Department of Environmental Protection.

Background

In accordance with paragraph 4.1.12.3.(a)(2) of the Montgomery County Procurement Regulations, which states: "The valid performance or delivery due dates required by the County can be met by only one source," DEP is requesting approval for a contract extension of one year with a 30-day kick out clause for the above-referenced contract. The current contract expires on June 1, 2024.

Motion

Melissa Garner moved to approve the extension beyond the term with Petroleum Recovery and Remediation Management, Inc., contract #1114934, for 1 year with a 30-day kick-out clause. This is at an estimated value of \$20,000.00 and is in accordance with Procurement Regulation, 4.1.12.3(a)(2). Chris Mullin seconded the motion. Fariba Kassiri concurred. The motion was unanimously approved.

Item #2: Department of Health & Human Svcs

Action Type:	Amendment/Extension Beyond the Term/Increase Funding		
Contractor:	Lakeshore Learning Materials, LLC.	Contract:	1114916
Contract Desc:	To provide for instruction materials for various DHHS programs through an Anne Arundel Public Schools Contract.		
Execution:	4/9/20	Expiration:	6/30/24
Contract Val:	\$90,000.00	Cost of Action:	\$50,000.00

Nadia Ashourian, Tamieka Thomasson, and Tania Munoz were in attendance on behalf of the Department of Health & Human Svcs.

Background

The first extension beyond the term of this Contract was the result of a backlog of Early Childhood Services (ECS) priorities and large number of solicitations needing completion at the same time. ECS continues to explore different avenues to purchase instructional materials that meets ECS needs. Therefore, HHS is requesting the second extension beyond the term for one year with a ten (10) day kick out clause to allow sufficient time to process a new solicitation for these goods in FY25. The Department considers the Contractor to be responsible, and the prices to be fair and reasonable. The estimated value of the extension is \$50,000 although this amount may vary due to grant funding that the County will receive for this program which can vary year to year.

Motion

Melissa Garner moved to approve the extension beyond the term with Lakeshore Learning Materials, LLC., contract #1114916, for 1 year with a 10-day kick-out clause. This is at an estimated value of \$50,000.00 and is in accordance with Procurement Regulation, 4.1.12.3(a)(2). Chris Mullin seconded the motion. Fariba Kassiri concurred. The motion was unanimously approved.

The meeting was adjourned at 1:08 PM.