



CITY COUNCIL AGENDA

Regular Meeting

This meeting will be held in-person and virtual.

**25 Crescent Road
Greenbelt, MD 20770**

OR

**Virtual Participation
Zoom Webinar Attendees:**

**During "Petitions and Requests," please submit your request in writing via email to
questions@greenbeltmd.gov**

**[https://us02web.zoom.us/j/88986414071?](https://us02web.zoom.us/j/88986414071?pwd=SIVsa2x0UEcwMDR4bWRwaGtpRG9qZz09)
[pwd=SIVsa2x0UEcwMDR4bWRwaGtpRG9qZz09](https://us02web.zoom.us/j/88986414071?pwd=SIVsa2x0UEcwMDR4bWRwaGtpRG9qZz09)**

Dial-in: 301 715 8592

Webinar ID: 889 8641 4071

Passcode: 028504

**Monday, September 12, 2022
7:30 PM**

I. ORGANIZATION (15 mins - 7:30 - 7:45 pm)

1. Call to Order
2. Roll Call
3. Meditation and Pledge of Allegiance to the Flag

4. Petitions and Requests
5. Consent Agenda - Approval of Staff Recommendations (Items on the Consent Agenda [marked by *] will be approved as recommended by staff, subject to removal from the Consent Agenda by Council.)
6. Approval of Agenda and Additions

II. COMMUNICATIONS (45 mins - 7:45 - 8:30 pm)

7. Presentations

7a. National Public Lands Day Proclamation

Suggested Action:

National Public Lands Day is the nation's largest hands-on volunteer effort to improve and enhance public lands. Kevin Carpenter-Driscoll, Environmental Coordinator, will be present to receive the proclamation and provide an update on this event.

[Public Lands DayProclamation2022.pdf](#)

[NPL Day 2022 Agenda Council.pdf](#)

8. * Minutes of Council Meetings

8a. Statement of Record - Closed Session, July 25, 2022

Suggested Action:

Reference: Statement for the Record, July 25, 2022

Closed Session of July 25, 2022: The following motion is needed: In accordance with the General Provisions Article, Section 3-06(C)(2) of the Annotated Code of Public General Laws of Maryland, I move that the minutes of tonight's meeting reflect that Council met in closed session on Monday, July 25, 2022, at 9:31, in Council Chambers, 25 Crescent Road. Council held this closed meeting in accordance with Section 3-305(b)(1) and (7) of the General Provisions Article of the Annotated Code of the Public General Laws of Maryland: 1) discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals; 2) to consult with counsel to obtain legal advice on a legal matter.

The purpose of this meeting: 1) to address personnel matters over which this public body has jurisdictions; 2) to consult with legal counsel regarding outstanding legal matters.

Vote to close session:

Mr. Byrd - Yes
Ms. Davis - Yes
Mr. Gordon - Yes
Ms. Pope - Absent
Mr. Roberts - No
Ms. Weaver - Yes
Mayor Jordan - Yes

Staff member were in attendance: Tim George, Interim City Manager; Dawane Martinez, Director of Human Resources

Other individuals were in attendance: Jason DeLoach, City Solicitors

Council took no action during this session.

[Closed Session Forms - July 25, 2022.pdf](#)

9. Administrative Reports

Suggested Action:

Reference: This link will display the weekly report for the City Manager and City Departments

https://www.greenbeltmd.gov/government/city-administration/city-manager-s-office/weekly-reports/-folder-1453#docan2352_4054_3510

10. * Committee Reports

III. LEGISLATION (30 mins - 8:30 - 9:00 pm)

11.

A Resolution to Authorize the Negotiated Purchase of Certain Goods and Services from Various Vendors as Enumerated Herein when Total Fiscal Year Purchases from Each Vendor Exceed Ten Thousand Dollars (\$10,000).

-2nd Reading, Adoption

Suggested Action:

Reference: Cover Memo - Request for Council to Approve Negotiated Purchase List
Negotiated Purchase List - FY2023 Sorted Alphabetically
Negotiated Purchase List - FY2023 Sorted by FY2022 High to Low
Resolution

Each year, the City does business with a number of vendors from whom the City's individual purchases are below the bid limit of \$10,000 but total purchases over the fiscal year reach or exceed that amount.

Obtaining bid proposals for these goods and services is not warranted. Some of these vendors are the sole source or best source of purchase. In other instances, the City's purchases are based on bids taken by other government agencies (e.g., the State or County) or through the Council of Governments and other cooperative purchasing programs, with the bid price extended to Greenbelt.

Ms. Davis introduced this resolution for first reading at the last meeting. it is recommended the resolution be introduced for second reading and moved for adoption tonight.

[Cover Memo - Request for Council to Approve Negotiated Purchase List.pdf](#)

[Negotiated Purchase List - FY2023 Sorted Alphabetically to Council - Final.pdf](#)

[Negotiated Purchase List - FY2023 Sorted by FY2022 High to Low to Council - Final.pdf](#)

[Resolution - FY2023 Negotiated Purchase List - Final.pdf](#)

IV. OTHER BUSINESS (60 mins - 9:00 - 10:00 pm)

12. Network Security Assessment or Cyber Security Assessment.

Suggested Action:

IT has proposed having a Cyber Security Assessment done of our network along with the security policies and practices in place. Council has indicated their support for this activity as a necessary task to ensure the security of our network and our data. IT feels that the process will yield a list of items that will need to be addressed via system updates or replacements, practices that could be improved, and technologies that could improve our network security posture. This list of “to do” items will be a sort of road map for IT to follow in further securing our network.

IT has gotten proposals from 4 different firms that propose to do this type of assessment for the City. Prices range from free to \$15,000. In reviewing the proposals, only one appears to provide a full assessment of our network from both inside and outside. The other proposals are a foot in the door to sell us their security solution. IT feels that the City needs an assessment that does not have a bias towards a particular vendor's solution. Therefore, IT is recommending that the City contract with CyberCX for a network assessment at a cost of \$14,900. If approved, this assessment would be scheduled for late September or early October.

[Security Assessment Proposal v1.1.pdf](#)

13. Reconsideration of a Motion to adopt A Resolution to authorize the negotiated purchase of construction service to build a Gateway Signage Wall and install signage from Jopal Construction Inc. at a lump sum cost of \$39,000 with an agreement that if a change in material price increases more than 10% between the time of estimate (July 2022) and completion of project an extra charge will apply for this increase.

Suggested Action:

Councilmember Gordon requested this item be added to the agenda.

At the August 8th, Regular Meeting, Ms. Davis introduce the resolution for second reading and adoption. Mr. Gordon seconded. The motion failed 3-4 (Mayor Jordan, Mr. Byrd, Mr. Gordon, Mr. Roberts).

[L.100_Southway_Sign.pdf](#)

[Est_1082_from_Jopal_Construction_Inc._18148.pdf](#)

[Resolution_of_Negotiated_Purchase.pdf](#)

[Gateway_sign_memo_FINAL.pdf](#)

14. Proposed Changes to the Stakeholders List

Suggested Action:

Reference: Proposed Changes to the Stakeholders List

At the August 10th Work Session, Council discussed proposed changes to the Stakeholders Meeting List.

[Proposed Changes to the Stakeholders List.pdf](#)

15. Reparation Commission Next Steps

Suggested Action:

Mayor Jordan requested this item be added to the agenda.

16. Vendor Submission for the City Manager Opening

Suggested Action:

Selection of the Executive search firm for the City Manager.

17. Council Activities

18. Council Reports

- *19. * Appointment to Advisory Board

Suggested Action:

Reference: Application and Signed Code of Conduct

On September 7, 2022, Council interviewed Ms. Judy Parker, for appointment to the Arts Advisory Board (AAB).

Approval of this item on the consent agenda will indicate Council's intent to appoint Ms. Parker to the Arts Advisory Board.

*20. * City of Greenbelt Letter to MPOT 2035 Trail and Bikeway Recommendation for MD-193 (Greenbelt Road)

Suggested Action:

Staff is requesting that the attached letter be placed on Council's consent agenda for tonight. The letter is in response to an email sent to the Mayor and staff from Jeff Lemieux asking for support for the idea of a multi-use trail or side path from ERHS to NASA/GSFC and beyond to the WB&A Trail. The statements in the letter are consistent with Council's position for improved bicycle facilities along MD-193.

[City of Greenbelt Letter to MPOT PM re Greenbelt Road facility_DRAFT.pdf](#)

*21. * Zoning Bill Letter

Suggested Action:

Staff initial thoughts on the Bills as they directly impact Greenbelt are as follow:

CB-69-2022 – Little to no impact on Greenbelt. Greenbelt only has two M-X-T zone properties (CB-69-2022) and the one is recently developed (Greenbelt Station South Core) and the other is Greenbelt Station North Core which is subject to mandatory referral.

CB-77-2022 – Address transition and grandfathering provisions. This Bill is concerning for the reasons stated by County Council Member Glaros. Apparently this Bill was favorably voted out of PHED, but staff references it in the letter so that County Council members can consider the City's request prior to second reading.

CB-78-2022 – This Bill has no impact on the City since the City has no split zoned properties.

CB-91-2022 – This Bill would require a supermajority vote for zoning text amendments which staff believes is not inconsistent with previous positions take by the City on this issue.

CB-92-2022 – This Bill would eliminate the ability for a council member to ask for a development case to be reviewed by the District Council. There are certainly pros and cons to this Bill and staff would like more time to discuss with colleagues in neighboring jurisdictions who have more recent experience with major development projects. Some Council's may recall when Greenbelt Station was called up by a Council Member, a number of conditions that that City had concerns with were adopted as a result of this process.

These Bills are being considered by the PHED this week. If the letter is approved this evening staff will submit the letter as written testimony for the upcoming PHED meetings.

[Zoning Bill Letter.pdf](#)

V. MEETINGS (10 mins - 10:00 - 10:10 pm)

Meetings

Suggested Action:

The following suggested changes to Council's meeting schedule:

- Reschedule Monday, September 26 Regular Meeting to Tuesday, September 27 (Rosh Hashanah, begins at sunset Sunday, September 25 and ends the sunset Tuesday, September 27)
- Reschedule Monday, October 10 Regular Meeting to Tuesday, October 11 (MML Fall Conference Sunday, October 9 - Tuesday, October 11)

[meetings.pdf](#)

Stakeholders

[Stakeholder Schedule.pdf](#)

City Council Agenda Item Report

Meeting Date: September 12, 2022

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Proclamation

Agenda Section: COMMUNICATIONS (45 mins - 7:45 - 8:30 pm)

Subject:

National Public Lands Day Proclamation

Suggested Action:

National Public Lands Day is the nation's largest hands-on volunteer effort to improve and enhance public lands. Kevin Carpenter-Driscoll, Environmental Coordinator, will be present to receive the proclamation and provide an update on this event.

Attachments:

[Public Lands DayProclamation2022.pdf](#)

[NPL Day 2022 Agenda Council.pdf](#)

PROCLAMATION

WHEREAS, National Public Lands Day was introduced in 1984 and has become the nation's largest, single-day volunteer event for public lands in the United States; and

WHEREAS, public lands provide locally accessible natural and cultural resources for environmental learning, wildlife appreciation and recreation; and

WHEREAS, public lands promote civic ideals that include shared stewardship and recognition of public ownership; and

WHEREAS, shared stewardship requires the goodwill, cooperation and active support of citizens, community, city and state officials, business leaders, children and adults; and

WHEREAS, recreation opportunities offered on public lands in Greenbelt help families lead a more active lifestyle and reduce the incidence of childhood obesity; and

WHEREAS, land conservation efforts improve access to public lands by urban residents and reduce barriers that prevent Americans from actively utilizing their public lands; and

WHEREAS, an alliance between private citizens, land managers and community leaders improves the condition of publicly held lands for the greater enjoyment and enrichment of all; and

WHEREAS, National Public Lands Day, co-sponsored by the National Environmental Education Foundation, the Bureau of Land Management, the Bureau of Reclamation, the Department of Defense, the Environmental Protection Agency, the National Park Service, U.S. Army Corps of Engineers, the U.S. Fish and Wildlife Service and the United States Department of Agriculture Forest Service, has become an annually anticipated event for local participation on publicly held lands in Greenbelt.

NOW, THEREFORE, I, Emmett Jordan, by the authority vested in me by the citizens and City Council of Greenbelt, do hereby proclaim Saturday, September 24, 2022, to be

PUBLIC LANDS DAY

in Greenbelt and urge all our residents to support and participate in efforts to improve and protect our public lands which are a connection to our past, a pledge to our future generations, and a continuing source of joy and spiritual renewal for all our citizens.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 12th day of September 2022.

Emmett Jordan, Mayor

ATTEST:

Bonita Anderson, City Clerk



Volunteer Event Schedule

National Public Lands Day Celebration

September 24, 2022 from 10 am – 1 pm

Location:

CHEARS Food Forest – Springhill Lake Recreation Center

Saturday, April 23rd

Registration 9:45 am – 10:05 am	➤ Volunteer registration paperwork
Orientation 10:05 am – 10:25 am	➤ Introduce staff from Greenbelt Public Works and CHEARS, and describe the scope and importance of the day's work (Kevin) ➤ National Public Lands Day Proclamation (Mayor Jordan)
Service 10:25 am – 12:45 am	➤ Volunteers will work with PW personnel to remove invasive plants and perform general maintenance in the food forest.
Clean Up 12:45 pm – 1:00 pm	➤ Return gloves and equipment to Public Works truck (All) ➤ Thanks for service, final wrap up, and group picture (Kevin)

Follow Up: Write a News Review article describing the event turnout (# of volunteers, what was removed, quotes, pictures, etc.).

Contacts:

Kevin Carpenter-Driscoll
Chondria Andrews

kdriscoll@greenbeltmd.gov (240) 542 -2168
candrews@greenbeltmd.gov

City Council Agenda Item Report

Meeting Date: September 12, 2022

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Meeting Minutes

Agenda Section: COMMUNICATIONS (45 mins - 7:45 - 8:30 pm)

Subject:

* Minutes of Council Meetings

Suggested Action:

Attachments:

City Council Agenda Item Report

Meeting Date: September 12, 2022

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Meeting Minutes

Agenda Section: COMMUNICATIONS (45 mins - 7:45 - 8:30 pm)

Subject:

Statement of Record - Closed Session, July 25, 2022

Suggested Action:

Reference: Statement for the Record, July 25, 2022

Closed Session of July 25, 2022: The following motion is needed: In accordance with the General Provisions Article, Section 3-06(C)(2) of the Annotated Code of Public General Laws of Maryland, I move that the minutes of tonight's meeting reflect that Council met in closed session on Monday, July 25, 2022, at 9:31, in Council Chambers, 25 Crescent Road. Council held this closed meeting in accordance with Section 3-305(b)(1) and (7) of the General Provisions Article of the Annotated Code of the Public General Laws of Maryland: 1) discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals; 2) to consult with counsel to obtain legal advice on a legal matter.

The purpose of this meeting: 1) to address personnel matters over which this public body has jurisdictions; 2) to consult with legal counsel regarding outstanding legal matters.

Vote to close session:

Mr. Byrd - Yes

Ms. Davis - Yes

Mr. Gordon - Yes

Ms. Pope - Absent

Mr. Roberts - No

Ms. Weaver - Yes

Mayor Jordan - Yes

Staff member were in attendance: Tim George, Interim City Manager; Dawane Martinez, Director of Human Resources

Other individuals were in attendance: Jason DeLoach, City Solicitors

Council took no action during this session.

Attachments:

[Closed Session Forms - July 25, 2022.pdf](#)

Date 07/25/2022

Begin in open session

Note time Open Special Meeting Began 9:25

Members of Public in Attendance Bill Orleans

Note any informational items discussed:

TO MOVE INTO CLOSED SESSION

I move that Council go into Closed Session in accordance with Section 3-305(b)(1)(7) of the General Provisions Article of the Annotated Code of the Public General Laws of Maryland; 1) discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals; 2) to consult with counsel to obtain legal advice on a legal matter.

The purpose of this meeting is 1) to address personnel matters over which this public body has jurisdiction; 2) to consult with legal counsel regarding outstanding legal matters.

Note that Council **WILL NOT RETURN TO OPEN SESSION** following this closed session.

Need second, roll call vote. (On Executive Session Form)

**WRITTEN STATEMENT FOR CLOSING A MEETING
OF THE GREENBELT CITY COUNCIL**

Date: 07/25/2022 Time: 9:31 pm Location: Council Chambers

Motion to close meeting made by: Weaver Seconded by: Davis

Members voting to close meeting:

	Yes	No	Abstain	Absent
Mr. Byrd	X			
Ms. Davis	X			
Mr. Gordon	X			
Ms. Pope				X
Mr. Roberts		X		
Ms. Weaver	X			
Mayor Jordan	X			

**STATUTORY AUTHORITY TO CLOSE SESSION (check all that apply):
This meeting will be closed under General Provisions Article, §3-305(b) only:**

- (1) [X] To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or any other personnel matter that affects one or more specific individuals;
- (2) [] To protect the privacy or reputation of individuals concerning a matter not related to public business;
- (3) [] To consider the acquisition of real property for a public purpose and matters directly related thereto;
- (4) [] To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;
- (5) [] To consider the investment of public funds;
- (6) [] To consider the marketing of public securities;
- (7) [X] To consult with counsel to obtain legal advice on a legal matter;
- (8) [] To consult with staff, consultants, or other individuals about pending or potential litigation;
- (9) [] To conduct collective bargaining negotiations or consider matters that relate to the negotiations;

- (10) [] To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including:
- (i) the deployment of fire and police services and staff; and
 - (ii) the development and implementation of emergency plans;
- (11) [] To prepare, administer, or grade a scholastic, licensing, or qualifying examination;
- (12) [] To conduct or discuss an investigative proceeding on actual or possible criminal conduct;
- (13) [] To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;
- (14) [] Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

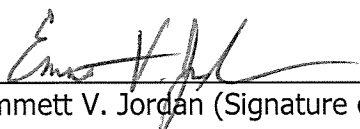
FOR EACH CITATION CHECKED ABOVE, THE REASONS FOR CLOSING AND TOPICS TO BE DISCUSSED:

§3-305(b) (1) to address personnel matters over which this public body has jurisdiction.

§3-305(b) (7) to consult with legal counsel regarding outstanding legal matters.

§3-305(b) ()

This statement is made by


Emmett V. Jordan (Signature of Presiding Officer)

**WORKSHEET FOR USE IN CLOSED SESSION (CHECKLIST OF DISCLOSURES TO BE
MADE IN MINUTES OF NEXT REGULAR MEETING-NOT A PART OF THE CLOSING STATEMENT)**

OFFICIALS ATTENDING CLOSED SESSION: ☒ BYRD; ☒ DAVIS; ☒ GORDON; ☒ JORDAN;
☐ POPE; ☒ ROBERTS; ☒ WEAVER

STAFF/OTHERS PRESENT:

Dason DeLoach, Tim George, Dawane
Martinez

TOPICS DISCUSSED:

legal matters - updates related to lawsuits
and property acquisition; personnel matters -
updates on grievances

ACTION(S) TAKEN (IF ANY) AND RECORDED VOTES: no actions taken

TIME CLOSED SESSION ADJOURNED: 10:13

PLACE OF CLOSED SESSION: Council Chambers

PURPOSE OF CLOSED SESSION: updates related to legal & personnel
matters

STATUTORY AUTHORITY FOR THE CLOSED SESSION: §3-305(b) (1); (7); (1) To discuss the
appointment, employment, assignment, promotion, discipline, demotion, compensation,
removal, resignation, or performance evaluation of appointees, employees, or officials
over whom this public body has jurisdiction; any other personnel matter that affects
one or more specific individuals; and (7) To consult with counsel to obtain legal advice
on a legal matter.

MEMBERS WHO VOTED TO CLOSE: ☒ BYRD; ☒ DAVIS; ☒ GORDON; ☒ JORDAN;
☐ POPE; ☐ ROBERTS; ☒ WEAVER

SIGNATURE OF PRESIDING OFFICER: 

Form Revised: 01/31/22

City Council Agenda Item Report

Meeting Date: September 12, 2022

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Finance

Item Type: Resolution

Agenda Section: LEGISLATION (30 mins - 8:30 - 9:00 pm)

Subject:

A Resolution to Authorize the Negotiated Purchase of Certain Goods and Services from Various Vendors as Enumerated Herein when Total Fiscal Year Purchases from Each Vendor Exceed Ten Thousand Dollars (\$10,000).

-2nd Reading, Adoption

Suggested Action:

Reference: Cover Memo - Request for Council to Approve Negotiated Purchase List
Negotiated Purchase List - FY2023 Sorted Alphabetically
Negotiated Purchase List - FY2023 Sorted by FY2022 High to Low
Resolution

Each year, the City does business with a number of vendors from whom the City's individual purchases are below the bid limit of \$10,000 but total purchases over the fiscal year reach or exceed that amount.

Obtaining bid proposals for these goods and services is not warranted. Some of these vendors are the sole source or best source of purchase. In other instances, the City's purchases are based on bids taken by other government agencies (e.g., the State or County) or through the Council of Governments and other cooperative purchasing programs, with the bid price extended to Greenbelt.

Ms. Davis introduced this resolution for first reading at the last meeting. it is recommended the resolution be introduced for second reading and moved for adoption tonight.

Attachments:

[Cover Memo - Request for Council to Approve Negotiated Purchase List.pdf](#)

[Negotiated Purchase List - FY2023 Sorted Alphabetically to Council - Final.pdf](#)

[Negotiated Purchase List - FY2023 Sorted by FY2022 High to Low to Council - Final.pdf](#)



CITY OF GREENBELT

Date: August 4, 2022

To: City Council

Thru: Tim George
City Manager

From: Bertha A. Gaymon
City Treasurer

Re: Request for Council Approval of Negotiated Purchase List

The Finance Department of the City of Greenbelt requests that the City Manager be authorized to purchase the goods and services contained in the attached FY2023 Negotiated Purchase List. Please note the list is provided in two formats—sorted alphabetically by vendor and sorted by FY2022 Amount (largest to smallest). This was requested last year and is provided again this year.

City of Greenbelt, Maryland
Recommended Vendors for Negotiated Purchase - FY 2023
Sorted Alphabetically by Vendor Name

Highlighted Areas Indicate New/Renewed in FY22 and/or FY23

Vendor Name-Number		Commodity	Requesting Department	FY2022	FY2021	FY2020	FY2019	FY2018	Justification for not Bidding
1	Acme Auto Leasing LLC - 3190	Police Undercover Leased Vehicle	Police	37,500	78,750	61,875	78,993	61,875	Competitive Pricing & Value
2	Alexander & Cleaver PA - 905	Legal Services	Admin	89631	98642	91,106	164,542	28,100	Selected by competitive process
3	Amato Industries - 3679	Chlorine & Other Pool Chemicals	Recreation	8,374	3,678	10,046	9,445	8,407	MNCPPC Contract
4	Amazon.com - 7039	Misc products	All	43,691	38,605	32,208	31,312	New FY19	Competitive Pricing & Value
5	American Traffic Solutions (ATS) - 3203	Redlight citation processing	Police	258,541	285,368	260,615	217,918	180,149	Howard County Contract
6	Assa Abloy Entrance Systems US Inc-840	Door repairs	Public Works	333	3,860	3,400	9,860	5,807	Local Vendor, Competitive Pricing
7	AT&T Mobility - 1027	Cellular phone service	All	18,899	27,624	29,197	36,575	39,399	State Contract
8	ATC Corp-3664	Tennis/Basket ball Courts Resurfacing	REC,Admin	-	-	-	3,088	-	Contract awarded in FY22
9	AXON - 620	Body Cameras	Police	115,073	0	5,850	64,624	66,499	Specialized Service
10	Baker Tilly US-NEW	Compensation Study	HR	NEW FY23					Contract awarded in FY22
11	Best, Best & Krieger - 137	Cable Issues & Franchise Negotiations, Sr	Admin	1,598	213	6,385	15,058	1,127	Long-term relationship
12	BFPE International - 1466	Fire Alarm	Public Works	20,836	35,099	18,330	8,302	New FY19	Local Vendor, Competitive Pricing
13	Boland Services - 118	HVAC Services	Public Works	2,188	65,283	8,987	5,437	2,046	Local Vendor, Competitve Pricing
14	Bolton Partners Inc - 4789	Post Retirement Medical	Fin & Admin	2,750	9,880	2,000	9,500	0	Actuarial Study every two years
15	Bonkosky, Laura - 3010	Yoga Instructor	Recreation	5,485	6,754	14,546	14,431	8,720	Local Vendor, Competitive Pricing
16	Bortek Industries - 979	Auto/Sweeper Parts	Public Works	12,900	15,580	10,331	13,899	New FY19	Competitive Pricing & Value
17	Bradley Site Design - 1918	Design & Signage for Gateway and Buddy	Planning	310	0	0	1,000	8,004	Long-term relationship
18	Brylin Glass LLC - 7753	Sculpture & Window Repair	Public Works	0	19,235	New FY21	-	-	Selected by competitive process
19	Budget Painting - 734	Painting	Public Works	146,535	19,250	29,700	9,800	0	Competitive Pricing & Value
20	C N Robinson Lighing - 6118	LED Lighting	Public Works	58,247	68,157	34,935	8,143	6,212	Local Vendor, Competitve Pricing
21	Capital Air Filter Corp-140	Air Filters	Public Works	11,993	8,956	7,869	6,283	6,348	Local vendor, competitive pricing
22	Capitol Office Solutions -147	Copier Service & supplies	All	17,693	19,183	16,883	16,515	17,612	Competitive Pricing & Value
23	Carefirst Bluecross Blueshield - 3619	Employee Health Insurance	All	1,592,115	1,824,714	1,477,025	1,973,703	1,870,005	Competitive Pricing & Value
24	Carpet Land Inc.-6018	Carpet Replacement	All	11,726	25,029	11,387	8,292	4,676	Competitive pricing & value
25	Carroll County Sheriff-7732	Police Academy Trianing	Police	14,733	6,646	-	-	-	Partner agency-police training
26	Carquest Auto Parts-3101	Auto Parts	Public Works	7,151	11,303	7,575	3,604	1,896	Competitive Pricing & Value
27	Cast Stone Designs Inc-8349	Gateway Signage	Planning	NEW FY23	0	0	0	0	Local Vendor, Competitve Pricing
28	CDW-G Computer Center Inc-153	Computers	IT	25,366	11,416	9,297	27,834	11,153	Competitive Pricing & Value
29	Cellebrite, Inc.-8167	Cell Forensic	Police	9,995	-	-	-	-	Competitive Pricing & Value
30	Chargepoint, Inc-3684	Charging Station	Public Works	11,675	-	16,616	-	-	Sole Provider
31	Charles P. Johnson & Assoc - 4802	Construction Inspection/ Management S	Planning	14,026	57,172	195,868	66,520	35,417	Competitive Pricing, long-term relationship and
32	Chesapeake Ford Truck - 995	Auto Parts	Public Works	25,655	14,929	9,223	13,721	2,102	Competitive Pricing & Value
33	Climate Engineers-2210	HVAC service at AFC	Public Works	8,399	51,189	47,948	74,050	49,226	Local Vendor, Competitve Pricing
34	Cohn Reznick - replaced McGladrey 2015	Auditing services	Fin & Admin	37,500	37,500	37,500	36,500	35,500	Selected by competitive process
35	Community College of Baltimore County - 2106	Police academy	Police	0	0	10,443	0	2,020	Specialized Service
36	Crovato Products & Svcs - 4009	Auto maintenance	Public Works	13,134	9,917	11,615	9,763	18,171	Local Vendor, Competitve Pricing
37	Crowley Construction - 1221	Roof repairs	Public Works	17,136	913	163,095	15,717	30,690	Local Vendor, Competitve Pricing
38	CTC Technology & Energy	Oversee Small Cell Applications	Admin	0	-	New FY21	-	-	Specialized Service
39	Cunninghan Assoc-6786 (was West Rec-3787)	Playground Wood Fiber/Mulch	Public Works	26,692	0	22,250	24,105	21,906	Local Vendor, Competitve Pricing
40	D & D Tire - 3204	Auto & Truck Tires	Police	35,245	24,470	30,770	33,171	28,751	State Contract
41	Davenport & Co. LLC - 3061	Financial Consultant	Admin	15,600	45,000	0	18,119	New FY19	Specialized Service
42	Delta Dental - 6092	Employee Dental Insurance	All	110,858	115,845	109,026	124,351	120,425	Competitive Pricing & Value
43	Delta Telephone & Cabling - 5016	Phone Maint & Licenses	IT	4,676	4,686	61,885	7,123	9,612	Local Vendor, Competitve Pricing
44	Densel Company - 630	Boiler Replacement	Public Works	253,548	58,491	510,817	56,361	233,610	Selected by competitive process
45	Doloff Printing - 259	Newsletters & Seasonal Brochures	Recreation	0	0	8,264	10,783	10,655	Competitive Pricing & Value

City of Greenbelt, Maryland									
Recommended Vendors for Negotiated Purchase - FY 2023									
Sorted Alphabetically by Vendor Name									
						Highlighted Areas Indicate New/Renewed in FY22 and/or FY23			
Vendor Name-Number	Commodity	Requesting Department	FY2022	FY2021	FY2020	FY2019	FY2018	Justification for not Bidding	
46	Doyle Printing & Offse-4839	Newsletter Priinting	REC,Comm Promotion	15,701	8,990	3,780	11,718	7,255	Long-term relationship
47	Dr. Jack Leeb - 1766	Employment Assessments/Testing	Police	5,915	14,480	7,515	7,475	5,535	Long-term relationship
48	Dude Solutions Inc - 298	Facility Dude	Public Works	3,966	5,162	3,055	30,775	2,639	Competitive Pricing & Value
49	Durance Plumbing-5736	Plumbing Service	Public Works	8,692	9,272	44	22,185	5,633	Local vendor,specialized svc
50	Eastern Salt Co - 2772	Road Salt	Public Works	0	2,383	12,370	14,400	New FY19	Competitive Pricing & Value
51	Edmunds Govtech-5798 (NEW)	Financial Software	Finance	69,430	-	-	-	-	Bid awarded in FY22
52	Electec Election Services, Inc-5918	Voting Services	Admin - Elections	43,842	19,701	2,346	0	2,346	Specialized Service
53	Ely Inc - 4183	Museum services/Storage	Admin	9,360	17,240	10,670	New FY20	-	Specialized Service
54	Emerg Serv Consult Intl - 2933(was Fields Consulting Group - 5873)	Promotional Assessment Center	Police	0	18,000	0	18,000	0	Competitive Pricing & Value
55	Ennis-Flint - 980	Traffic signs/Crosswalks	Public Works	18,648	4,631	12,118	11,862	2,307	Competitive Pricing & Value
56	Epstein, Norman-1374	Psychological services	CARES	8,800	8,250	8,250	9,900	10,890	Long-term relationship
57	Express Scripts - 512808	Employee prescription drugs	All	301,322	287,792	272,906	315,635	304,580	Competitive Pricing & Value
58	F & F & A Jacobs & Son-288	Uniforms	Police	9,239	11,641	10,168	3,086	4,602	Long-term relationship
59	Fidelity Power Systems - 300	Generator Inspection & Maint.	Public Works	9,128	8,691	6,132	4,942	4,225	Long-term relationship
60	Fovndry/Van Eperen-8021	Communications Services	Admin - PIO	31,695	New FY21	0	0	0	Sole Provider
61	Friends of Old Greenbelt Theatre - 6742	Theatre management	Admin	70,897	48,000	141,427	59,217	63,128	Selected by competitive process
62	Frontline Mobile Tech-7721	Toughbooks	Police	8,330	35,500	-	-	-	State Contract
63	Fulton Bank-523403	Banking services	Fin & Admin	22,403	21,322	38,334	44,216	43,158	Selected by competitive process
64	Galls Inc - 329	Uniforms and police equipment	Police	13,213	10,683	18,229	16,083	8,274	Sole Provider
65	Gametime - 1043	Playground Equipment	Public Works	11,944	1,658	2,031	54,533	163,198	Local Vendor, Competitive Pricing
66	General Glass - 4746	Windows	Public Works	1,316	44,455	5,522	2,465	1,779	Selected by competitive process
67	GHA Technologies - 4077	Computers & Computer Equip	IT	44,811	32,621	33,866	17,177	1,962	Competitive Pricing & Value
68	GHE Electric Services Inc - 6290	Electrical Supplies & Repairs	Public Works	745	15,163	5,335	12,075	425	Local Vendor, Competitve Pricing
69	Grainger - 350	Filters, lights, tools, misc supplies	Public Works	17,725	12,692	7,925	7,618	3,711	Local Vendor, Competitve Pricing
70	Granicus Inc - 4960	Video Streaming/Open Platform	Admin	36,540	32,205	30,950	25,518	36,606	Specialized Service
71	Granturk Equipment Company Inc - 351	Auto parts	Public Works	6,920	17,363	733	177,962	531	Sole Provider
72	Greenbelt Auto & Truck Repair - 1091	Auto body repair	Public Works	19,420	21,210	29,549	17,725	28,610	Local Vendor, Competitve Pricing
73	Greenbelt Homes Inc - 363	Museum Co-op fees & Playground Maint	Admin	28,390	10,820	10,074	15,942	13,129	Sole Provider
74	Greenbelt News Review - 368	Legal & help wanted ads	Fin & Admin	34,613	25,172	21,770	24,181	25,363	Local Vendor, Competitve Pricing
75	Greenbriar Community Assoc - 376	Landscape Maintenance	Public Works	10,780	9,650	12,545	11,599	7,555	Long-term relationship
76	Greenman Pedersen - 379	Engineering consultant	Planning	6,565	53,011	29,022	101,298	118,035	Long-term relationship
77	Gun Shop, The 899	Firearms training, ammunition	Police	5,621	2,369	17,976	17,592	7,603	State Contract
78	Hi-Line - 2317	Auto Shop Supplies for PD	Public Works	11,701	20,433	17,266	11,943	9,201	Local Vendor, Competitve Pricing
79	Home Depot - 1183 + 6211	Miscellaneous supplies	Public Works	17,204	14,976	15,633	18,007	17,880	Local Vendor, Competitve Pricing
80	Howard County - 2572	Redlight Camera	Police	7,770	10,485	9,515	10,718	10,254	Specialized Service
81	I-Tech-8350 (NEW - replaces J&M)	Security Cameras	IT	NEW FY23				Selected by competitive process	
82	Indeed.com-7054	Job Advertisement	HR	11,573	4,450	-	273	-	Competitive Pricing & Value
83	Innovative Pyrotechnic Concepts - 6595	Fireworks	Public Works	14,600	0	14,175	13,825	13,250	Specialized Service
84	Intercon Truck Equipment - 6331	Truck Equipment	Public Works	19,996	0	0	13,524	11,167	Competitive Pricing & Value
85	Jackson Lewis - 6613	Legal Services: CBA	Admin	23,092	27,141	59,581	310	47,747	Specialized Service
86	James River Solutions - 6703	Unleaded Fuel	All	241,269	156,357	129,302	163,746	135,569	COG Bid
87	Jams Lawn and Gardening Inc - 7938	Landscape Maintenance	Public Works	10,044	1,956	New FY21	-	-	Selected by competitive process
88	Jill Grant & Associates - 7864	Legal Support:Maglev,Bureau of Engravin	Admin	5,956	199,995	New FY21	-	-	Specialized Service
89	Johnson Truck Center-6062	Auto Parts	Public Works	10,216	6,257	1,436	8,123	684	State Contract

City of Greenbelt, Maryland									
Recommended Vendors for Negotiated Purchase - FY 2023									
Sorted Alphabetically by Vendor Name									
						Highlighted Areas Indicate New/Renewed in FY22 and/or FY23			
Vendor Name-Number		Commodity	Requesting Department	FY2022	FY2021	FY2020	FY2019	FY2018	Justification for not Bidding
90	Key Risk/StarNet Ins (replaced Chesapeake Employers Ins FY19) - 210190	Workers compensation insurance	All	865,581	665,778	617,530	520,476	689,925	Long-term relationship
91	Knowbe4-8091	Cyber Security User Training	IT	11,880	-	16,005	-	-	Specialized Svc/On-going svc
92	Kohler Equipment - 4683	Tools & Parts	Public Works	7,457	8,759	9,151	9,878	8,771	Local Vendor, Competitve Pricing
93	Leonard Paper Company - 2276	Paper towels & toilet tissue	Public Works	5,094	13,977	5,719	5,588	7,309	Competitive Pricing & Value
94	Local Government Insurance Trust- 1125 & 528	Liability & property insurance	All	181,123	167,690	157,033	153,823	158,696	Competitive Pricing & Value
95	LS Systems (NEW)	Access Control	Public Works	NEW FY23				Local vendor,specialized svc	
96	Major Police Supply - 4188	Emergency equipment & installatioin on	Police	24,511	31,666	162,120	141,446	31,409	State Contract
97	Mansfield Oil Co - 550	Diesel Fuel	Public Works	0	6,713	33,250	47,532	43,854	COG Contract
98	Manuel Tree Service - 6282	Tree pruning/removal	Public Works	23,600	32,200	13,500	4,900	16,100	Competitive Pricing & Value
99	Maryland Environmental Services - 559	Leaf grinding	Public Works	27,029	31,453	23,143	57,200	12,871	Local Vendor, Competitve Pricing
100	Maryland Municipal League-563	Membership	Admin	26,534	25,286	25,598	27,421	24,167	Govt Association
101	Maryland State Retirement System 512806, 512807, 527301, & 527302	Retirement and pension plans	All	2,067,125	2,054,492	1,857,509	1,785,878	1,682,060	State Agency
102	Maryland Unemployment-591	Unemployment Benefits	HR,Finance	13,385	24,427	5,666	292	413	State Agency
103	MCCI - 2709	Laserfische Project Mgmt	IT	4,725	26,500	24,280	36,355	New FY19	Competitive Pricing & Value
104	Meals on Wheels-4067	Contribution/Food Assistance	CARES	46,660	57,840	-	6,305	2,000	Grant-Funded Service
105	Metropolitan Washington Council of Governments - 601	Association fees	Admin	39,313	38,665	19,845	19,100	18,522	COG Contract
106	Microsoft - 6170	Email Service	IT	12,421	12,741	10,894	10,289	9,812	Competitive Pricing & Value
107	Miles & Stockbridge - 3801	Legal services: Bond Counsel	Admin	0	21,500	24,500	25,220	33,668	Specialized Service
108	Mission Square	Deferred compensation program	All	597,866	626,735	629,160	619,798	537,937	Long-term relationship
109	Morton Salt, Inc.-6695	Road Salt	Public Works	15,314	-	-	-	12,642	COG Contract
110	Motorola - 6109	Radios & related service	Police	39,216	23,573	34,111	27,740	29,934	State Contract
111	Municap - 3493	TIF Administrator	Fin & Admin	13,794	11,700	17,463	8,206	New FY19	Specialized Service
112	Municipal Emerg Sv Dep - 145(was Lawmen Supply - 6505)	Simmunition Training, body armor, unifor	Police	19,267	24,321	26,985	26,255	25,903	Specialized Service
113	NAA, Inc. - 3905	Remediation of CC Windows	Planning	0	0	26,870	New FY20	-	Selected by competitive process
114	Nicholas P Pipino & Assoc - 982	Audio Visual Maint Contract	Admin	36,885	11,228	6,374	4,945	143,484	State Contract
115	O'Brien Bus Service Inc - 672	Bus service for camps- shorter trips	Recreation	0	0	16,975	14,350	14,425	Competitive Pricing & Value
116	Occupational Medical Services - 3774	Employee Physicals	Fin & Admin	12,406	17,206	12,471	11,579	7,223	Competitive Pricing & Value
117	Orkin-715	Pest Control Service	All	8,962	8,742	260	8,181	-	Local vendor,specialized svc
118	Overhead Door - 681	Bay Door Repairs	Public Works	563	2,265	16,646	2,085	1,324	Specialized Service
119	P2 Maintenance Services - 3423	Landscape Maintenance	Public Works	43,456	60,888	47,094	5,521	New FY19	Competitive Pricing & Value
120	Packer Norris Parts - 5770	Vehicle Repair Auto Parts, direct from m	Public Works	11,372	13,532	14,354	8,315	9,395	Competitive Pricing & Value
121	Parts Authority - 5896	Auto Parts, Supplies & Tools	Public Works	34,697	37,690	43,316	46,838	42,686	Local Vendor, Competitve Pricing
122	Perconti Data Systems - 5396	Utopia System Upgrade & Maint	IT/Planning	9,995	9,995	9,995	14,495	13,495	Sole Provider
123	Petsmart - 3339	Animal Food & Supplies	Animal Control	2,569	2,170	5,288	8,702	9,398	Local Vendor, Competitve Pricing
124	Power DMS, Inc-713	FTO Software Subscription	Police	12,319	2,000	7,102	6,954	4,810	Competitive Pricing & Value
125	Prince George's Community-687	Police In-Service Training	PW & Police	9,834	-	-	-	-	Specialized Service
126	Prince George's County- 122 & 693, 694 & 739	Landfill disposal services & I-Net	PW & IT	107,431	78,909	123,822	134,310	112,270	Specialized Service
127	PT Armor, Inc-6354	Ballistic Vest Carrier	Police	7,475	3,055	5,400	6,213	1,140	Competitive Pricing & Value
128	Quill - 3937	Office Supplies	Police	8,946	10,198	10,867	13,355	11,179	Competitive Pricing & Value
129	Race Forward-8146	Racial Equity Course	HR	16,500	-	-	-	-	Sole Provider
130	Raftelis-4602	Council Retreat/ARPA Comm Engmt	Admin	62,549	5,000	5,000	-	-	Approved by Council-FY22
131	Ramona Bocanegra-3911	Cleaning Services	Recreation	65,585	86,738	29,840	35,039	31,970	Selected by competitive process
132	Raymar Plumbing Services-767	Plumbing services	Public Works	3,065	3,932	13,190	27,506	31,002	Local Vendor, Competitve Pricing
133	Rekor Recognition Systems - 3487(was Brekford International - 4533)	Speed Cameras; Purchase and installatio	Police	147,409	194,440	211,520	239,500	260,400	Specialized Service

City of Greenbelt, Maryland									
Recommended Vendors for Negotiated Purchase - FY 2023									
Sorted Alphabetically by Vendor Name									
						Highlighted Areas Indicate New/Renewed in FY22 and/or FY23			
Vendor Name-Number		Commodity	Requesting Department	FY2022	FY2021	FY2020	FY2019	FY2018	Justification for not Bidding
134	Republic Services #411 - 7734	Recycling	Public Works	21,878	16,548	New FY21	-	-	Selected by competitive process
135	Rexel of America LLC	Parts	Public Works	4,425	13,044	12,992	10,240	5,138	Competitive Pricing & Value
136	Robert Half-8189	Temporary Services	Fin, HR & Admin	17,045	-	-	-	-	Competitive Pricing & Value
137	Roberts Oxygen - 784	Propane & Pool Chemicals	PW & Rec	8,679	9,701	9,226	10,743	8,805	Competitive Pricing & Value
138	Schindler Elevator - 799	Elevator service and repair	Public Works	15,422	22,928	9,164	15,975	12,490	Competitive Pricing & Value
139	Shannon-Baum Signs-810	Street Signage	PW/Planning	7,062	3,726	3,621	4,194	3,407	Competitive Pricing & Value
140	Shapiro & Duncan Mechanical Contractors -5526	Pool Pac Service, HVAC-CC	Public Works	37,991	835	0	26,655	50,868	Competitive Pricing & Value
141	SHI International Corp - 4028	Computer supplies & Licensing	IT	78	29,483	9,012	New FY20	-	Competitive Pricing & Value
142	Silver Hill Cleaners - 149	Uniform cleaning	Police	3,900	6,789	8,356	9,042	12,062	Competitive Pricing & Value
143	SiteOne Landscape Supply LLC - 415	Landscape plants/supplies	Public Works	3,714	12,074	2,286	11,442	3,174	Competitive Pricing & Value
144	Sparks@Play - 7935	Playground Equipment Installation	Public Works	35,189	35,189	New FY21	-	-	Selected by competitive process
145	Spay Now - 6734	Veterinarian services	Animal Control	7,711	6,032	14,302	15,161	15,823	Competitive Pricing & Value
146	Staples - 4836, 5718 & 5925	Office & Green Cleaning Supplies	All	28,931	27,234	39,155	24,149	19,944	NJPA Contract
147	Suburban Signs Inc - 856	City Vehicle decals & Installation	PD, PW, PCD	4,074	1,466	10,586	19,872	7,035	Competitive Pricing & Value
148	Superion - Pentamation (was Sungard) - 1721	Financial system software maint	Finance	60,155	56,592	12,654	71,663	50,196	Sole Provider
149	The Fibar Group LLC - 4233	Engineered wood	Public Works	4,626	13,438	2,236	0	0	Competitive Pricing & Value
150	The Hartford - 3694 512805+220216	Employee life insurance	All	29,236	34,135	37,499	39,296	37,883	Competitive Pricing & Value
151	Trippe Sports & Promotions LLC - 4466	Uniforms	All	7,576	5,421	39,155	11,885	10,050	Competitive Pricing & Value
152	U.S. Postal Service - 2213	Postage & Delivery	All	9,185	4,526	6,000	4,000	6,000	Sole Provider
153	University of Maryland - 942, 4847	Police Academy, Election tabulation	Police & Admin	8,275	250	17,897	4,452	11,903	Specialized Service
154	Verizon - 523801 103 & 7855	Local phone service	All	67,195	49,583	42,728	48,916	33,677	Sole Provider
155	Verizon Wireless 1966	Police laptops & Cell Phones	All	39,996	39,594	39,250	43,152	41,239	State Contract
156	Vermont systems - 956	Rec Trac Upgrade, Training, Maint	IT	7,409	0	7,194	13,968	16,562	Specialized Service
157	Visiting Angels-3309	In-Home Aide	CARES	32,234	57,231	25,752	11,365	-	Grant-Funded Service
158	VMP Construction - 951	Asphalt Work	Public Works	1,166,618	365,371	572,605	786,548	180,090	Selected by competitive process
159	Washington Post - 7055	Employment Advertising	HR	950	8,365	5,290	10,030	New FY19	Competitive Pricing & Value
160	Weyers Floor Service 976	Wood floor re-surfacing & refinishing	Recreation	0	2,800	9,053	12,411	16,757	Competitive Pricing & Value
161	Xerox - 292 (replacing COS)	Copier Service & supplies	All	15,461	14,773	20,827	20,028	16,653	Competitive Pricing & Value

City of Greenbelt, Maryland									
Recommended Vendors for Negotiated Purchase - FY 2023									
Sorted by FY2022 Amount - Highest to Lowest									
						Highlighted Areas Indicate New/Renewed in FY22 and/or FY23			
Vendor Name-Number		Commodity	Requesting Department	FY2022	FY2021	FY2020	FY2019	FY2018	Justification for not Bidding
1	Maryland State Retirement System 512806, 512807, 527301, & 527302	Retirement and pension plans	All	2,067,125	2,054,492	1,857,509	1,785,878	1,682,060	State Agency
2	Carefirst Bluecross Blueshield - 3619	Employee Health Insurance	All	1,592,115	1,824,714	1,477,025	1,973,703	1,870,005	Competitive Pricing & Value
3	VMP Construction - 951	Asphalt Work	Public Works	1,166,618	365,371	572,605	786,548	180,090	Selected by competitive process
4	Key Risk/StarNet Ins (replaced Chesapeake Employers Ins FY19) - 210190	Workers compensation insurance	All	865,581	665,778	617,530	520,476	689,925	Long-term relationship
5	Mission Square	Deferred compensation program	All	597,866	626,735	629,160	619,798	537,937	Long-term relationship
6	Express Scripts - 512808	Employee prescription drugs	All	301,322	287,792	272,906	315,635	304,580	Competitive Pricing & Value
7	American Traffic Solutions (ATS) - 3203	Redlight citation processing	Police	258,541	285,368	260,615	217,918	180,149	Howard County Contract
8	Densel Company - 630	Boiler Replacement	Public Works	253,548	58,491	510,817	56,361	233,610	Selected by competitive process
9	James River Solutions - 6703	Unleaded Fuel	All	241,269	156,357	129,302	163,746	135,569	COG Bid
10	Local Government Insurance Trust- 1125 & 528	Liability & property insurance	All	181,123	167,690	157,033	153,823	158,696	Competitive Pricing & Value
11	Rekor Recognition Systems - 3487(was Brekford International - 4533)	Speed Cameras; Purchase and installation	Police	147,409	194,440	211,520	239,500	260,400	Specialized Service
12	Budget Painting - 734	Painting	Public Works	146,535	19,250	29,700	9,800	0	Competitive Pricing & Value
13	AXON - 620	Body Cameras	Police	115,073	0	5,850	64,624	66,499	Specialized Service
14	Delta Dental - 6092	Employee Dental Insurance	All	110,858	115,845	109,026	124,351	120,425	Competitive Pricing & Value
15	Prince George's County- 122 & 693, 694 & 739	Landfill disposal services & I-Net	PW & IT	107,431	78,909	123,822	134,310	112,270	Specialized Service
16	Alexander & Cleaver PA - 905	Legal Services	Admin	89631	98642	91,106	164,542	28,100	Selected by competitive process
17	Friends of Old Greenbelt Theatre - 6742	Theatre management	Admin	70,897	48,000	141,427	59,217	63,128	Selected by competitive process
18	Edmunds Govtech-5798 (NEW)	Financial Software	Finance	69,430	-	-	-	-	Bid awarded in FY22
19	Verizon - 523801 103 & 7855	Local phone service	All	67,195	49,583	42,728	48,916	33,677	Sole Provider
20	Ramona Bocanegra-3911	Cleaning Services	Recreation	65,585	86,738	29,840	35,039	31,970	Selected by competitive process
21	Raftelis-4602	Council Retreat/ARPA Comm Engmt	Admin	62,549	5,000	5,000	-	-	Approved by Council-FY22
22	Superion - Pentamation (was Sungard) - 1721	Financial system software maint	Finance	60,155	56,592	12,654	71,663	50,196	Sole Provider
23	C N Robinson Lighting - 6118	LED Lighting	Public Works	58,247	68,157	34,935	8,143	6,212	Local Vendor, Competitve Pricing
24	Meals on Wheels-4067	Contribution/Food Assistance	CARES	46,660	57,840	-	6,305	2,000	Grant-Funded Service
25	GHA Technologies - 4077	Computers & Computer Equip	IT	44,811	32,621	33,866	17,177	1,962	Competitive Pricing & Value
26	Electec Election Services, Inc-5918	Voting Services	Admin - Elections	43,842	19,701	2,346	0	2,346	Specialized Service
27	Amazon.com - 7039	Misc products	All	43,691	38,605	32,208	31,312	New FY19	Competitive Pricing & Value
28	P2 Maintenance Services - 3423	Landscape Maintenance	Public Works	43,456	60,888	47,094	5,521	New FY19	Competitive Pricing & Value
29	Verizon Wireless 1966	Police laptops & Cell Phones	All	39,996	39,594	39,250	43,152	41,239	State Contract
30	Metropolitan Washington Council of Governments - 601	Association fees	Admin	39,313	38,665	19,845	19,100	18,522	COG Contract
31	Motorola - 6109	Radios & related service	Police	39,216	23,573	34,111	27,740	29,934	State Contract
32	Shapiro & Duncan Mechanical Contractors -5526	Pool Pac Service, HVAC-CC	Public Works	37,991	835	0	26,655	50,868	Competitive Pricing & Value
33	Acme Auto Leasing LLC - 3190	Police Undercover Leased Vehicle	Police	37,500	78,750	61,875	78,993	61,875	Competitive Pricing & Value
34	Cohn Reznick - replaced McGladrey 2015	Auditing services	Fin & Admin	37,500	37,500	37,500	36,500	35,500	Selected by competitive process
35	Nicholas P Pipino & Assoc - 982	Audio Visual Maint Contract	Admin	36,885	11,228	6,374	4,945	143,484	State Contract
36	Granicus Inc - 4960	Video Streaming/Open Platform	Admin	36,540	32,205	30,950	25,518	36,606	Specialized Service
37	D & D Tire - 3204	Auto & Truck Tires	Police	35,245	24,470	30,770	33,171	28,751	State Contract
38	Sparks@Play - 7935	Playground Equipment Installation	Public Works	35,189	35,189	New FY21	-	-	Selected by competitive process
39	Parts Authority - 5896	Auto Parts, Supplies & Tools	Public Works	34,697	37,690	43,316	46,838	42,686	Local Vendor, Competitve Pricing
40	Greenbelt News Review - 368	Legal & help wanted ads	Fin & Admin	34,613	25,172	21,770	24,181	25,363	Local Vendor, Competitve Pricing
41	Visiting Angels-3309	In-Home Aide	CARES	32,234	57,231	25,752	11,365	-	Grant-Funded Service
42	Fovndry/Van Eperen-8021	Communications Services	Admin - PIO	31,695	New FY21	0	0	0	Sole Provider
43	The Hartford - 3694 512805+220216	Employee life insurance	All	29,236	34,135	37,499	39,296	37,883	Competitive Pricing & Value
44	Staples - 4836, 5718 & 5925	Office & Green Cleaning Supplies	All	28,931	27,234	39,155	24,149	19,944	NJPA Contract
45	Greenbelt Homes Inc - 363	Museum Co-op fees & Playground Maint	Admin	28,390	10,820	10,074	15,942	13,129	Sole Provider
46	Maryland Environmental Services - 559	Leaf grinding	Public Works	27,029	31,453	23,143	57,200	12,871	Local Vendor, Competitve Pricing

City of Greenbelt, Maryland											
Recommended Vendors for Negotiated Purchase - FY 2023											
Sorted by FY2022 Amount - Highest to Lowest											
							Highlighted Areas Indicate New/Renewed in FY22 and/or FY23				
Vendor Name-Number				Commodity	Requesting Department	FY2022	FY2021	FY2020	FY2019	FY2018	Justification for not Bidding
1	Maryland State Retirement System 512806, 512807, 527301, & 527302			Retirement and pension plans	All	2,067,125	2,054,492	1,857,509	1,785,878	1,682,060	State Agency
47	Cunningham Assoc-6786 (was West Rec-3787)			Playground Wood Fiber/Mulch	Public Works	26,692	0	22,250	24,105	21,906	Local Vendor, Competitive Pricing
48	Maryland Municipal League-563			Membership	Admin	26,534	25,286	25,598	27,421	24,167	Govt Association
49	Chesapeake Ford Truck - 995			Auto Parts	Public Works	25,655	14,929	9,223	13,721	2,102	Competitive Pricing & Value
50	CDW-G Computer Center Inc-153			Computers	IT	25,366	11,416	9,297	27,834	11,153	Competitive Pricing & Value
51	Major Police Supply - 4188			Emergency equipment & installatioin on	Police	24,511	31,666	162,120	141,446	31,409	State Contract
52	Manuel Tree Service - 6282			Tree pruning/removal	Public Works	23,600	32,200	13,500	4,900	16,100	Competitive Pricing & Value
53	Jackson Lewis - 6613			Legal Services: CBA	Admin	23,092	27,141	59,581	310	47,747	Specialized Service
54	Fulton Bank-523403			Banking services	Fin & Admin	22,403	21,322	38,334	44,216	43,158	Selected by competitive process
55	Republic Services #411 - 7734			Recycling	Public Works	21,878	16,548	New FY21	-	-	Selected by competitive process
56	BFPE International - 1466			Fire Alarm	Public Works	20,836	35,099	18,330	8,302	New FY19	Local Vendor, Competitive Pricing
57	Intercon Truck Equipment - 6331			Truck Equipment	Public Works	19,996	0	0	13,524	11,167	Competitive Pricing & Value
58	Greenbelt Auto & Truck Repair - 1091			Auto body repair	Public Works	19,420	21,210	29,549	17,725	28,610	Local Vendor, Competitive Pricing
59	Municipal Emerg Sv Dep - 145(was Lawmen Supply - 6505)			Simmunition Training, body armor, unifor	Police	19,267	24,321	26,985	26,255	25,903	Specialized Service
60	AT&T Mobility - 1027			Cellular phone service	All	18,899	27,624	29,197	36,575	39,399	State Contract
61	Ennis-Flint - 980			Traffic signs/Crosswalks	Public Works	18,648	4,631	12,118	11,862	2,307	Competitive Pricing & Value
62	Grainger - 350			Filters, lights, tools, misc supplies	Public Works	17,725	12,692	7,925	7,618	3,711	Local Vendor, Competitive Pricing
63	Capitol Office Solutions -147			Copier Service & supplies	All	17,693	19,183	16,883	16,515	17,612	Competitive Pricing & Value
64	Home Depot - 1183 + 6211			Miscellaneous supplies	Public Works	17,204	14,976	15,633	18,007	17,880	Local Vendor, Competitive Pricing
65	Crowley Construction - 1221			Roof repairs	Public Works	17,136	913	163,095	15,717	30,690	Local Vendor, Competitive Pricing
66	Robert Half-8189			Temporary Services	Fin, HR & Admin	17,045	-	-	-	-	Competitive Pricing & Value
67	Race Forward-8146			Racial Equity Course	HR	16,500	-	-	-	-	Sole Provider
68	Doyle Printing & Offse-4839			Newsletter Priinting	REC,Comm Promotion	15,701	8,990	3,780	11,718	7,255	Long-term relationship
69	Davenport & Co. LLC - 3061			Financial Consultant	Admin	15,600	45,000	0	18,119	New FY19	Specialized Service
70	Xerox - 292 (replacing COS)			Copier Service & supplies	All	15,461	14,773	20,827	20,028	16,653	Competitive Pricing & Value
71	Schindler Elevator - 799			Elevator service and repair	Public Works	15,422	22,928	9,164	15,975	12,490	Competitive Pricing & Value
72	Morton Salt, Inc.-6695			Road Salt	Public Works	15,314	-	-	-	12,642	COG Contract
73	Carroll County Sheriff-7732			Police Academy Trianing	Police	14,733	6,646	-	-	-	Partner agency-police training
74	Innovative Pyrotechnic Concepts - 6595			Fireworks	Public Works	14,600	0	14,175	13,825	13,250	Specialized Service
75	Charles P. Johnson & Assoc - 4802			Construction Inspection/ Management Sr	Planning	14,026	57,172	195,868	66,520	35,417	Competitive Pricing, long-term relationship and
76	Municap - 3493			TIF Administrator	Fin & Admin	13,794	11,700	17,463	8,206	New FY19	Specialized Service
77	Maryland Unemployment-591			Unemployment Benefits	HR,Finance	13,385	24,427	5,666	292	413	State Agency
78	Galls Inc - 329			Uniforms and police equipment	Police	13,213	10,683	18,229	16,083	8,274	Sole Provider
79	Crovato Products & Svcs - 4009			Auto maintenance	Public Works	13,134	9,917	11,615	9,763	18,171	Local Vendor, Competitive Pricing
80	Bortek Industries - 979			Auto/Sweeper Parts	Public Works	12,900	15,580	10,331	13,899	New FY19	Competitive Pricing & Value
81	Microsoft - 6170			Email Service	IT	12,421	12,741	10,894	10,289	9,812	Competitive Pricing & Value
82	Occupational Medical Services - 3774			Employee Physicals	Fin & Admin	12,406	17,206	12,471	11,579	7,223	Competitive Pricing & Value
83	Power DMS, Inc-713			FTO Software Subscription	Police	12,319	2,000	7,102	6,954	4,810	Competitive Pricing & Value
84	Capital Air Filter Corp-140			Air Filters	Public Works	11,993	8,956	7,869	6,283	6,348	Local vendor, competitive pricing
85	Gametime - 1043			Playground Equipment	Public Works	11,944	1,658	2,031	54,533	163,198	Local Vendor, Competitive Pricing
86	Knowbe4-8091			Cyber Security User Training	IT	11,880	-	16,005	-	-	Specialized Svc/On-going svc
87	Carpet Land Inc.-6018			Carpet Replacement	All	11,726	25,029	11,387	8,292	4,676	Competitive pricing & value
88	Hi-Line - 2317			Auto Shop Supplies for PD	Public Works	11,701	20,433	17,266	11,943	9,201	Local Vendor, Competitive Pricing
89	Chargepoint, Inc-3684			Charging Station	Public Works	11,675	-	16,616	-	-	Sole Provider
90	Indeed.com-7054			Job Advertisement	HR	11,573	4,450	-	273	-	Competitive Pricing & Value

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Vendor Name-Number				Commodity	Requesting Department	FY2022	FY2021	FY2020	FY2019	FY2018	Justification for not Bidding
1	Maryland State Retirement System	512806, 512807, 527301, & 527302	Retirement and pension plans	All	2,067,125	2,054,492	1,857,509	1,785,878	1,682,060	State Agency	
91	Packer Norris Parts - 5770		Vehicle Repair Auto Parts, direct from m	Public Works	11,372	13,532	14,354	8,315	9,395	Competitive Pricing & Value	
92	Greenbriar Community Assoc - 376		Landscape Maintenance	Public Works	10,780	9,650	12,545	11,599	7,555	Long-term relationship	
93	Johnson Truck Center-6062		Auto Parts	Public Works	10,216	6,257	1,436	8,123	684	State Contract	
94	Jams Lawn and Gardening Inc - 7938		Landscape Maintenance	Public Works	10,044	1,956	New FY21	-	-	Selected by competitive process	
95	Cellebrite, Inc.-8167		Cell Forensic	Police	9,995	-	-	-	-	Competitive Pricing & Value	
96	Perconti Data Systems - 5396		Utopia System Upgrade & Maint	IT/Planning	9,995	9,995	9,995	14,495	13,495	Sole Provider	
97	Prince George's Community-687		Police In-Service Training	PW & Police	9,834	-	-	-	-	Specialized Service	
98	Ely Inc - 4183		Museum services/Storage	Admin	9,360	17,240	10,670	New FY20	-	Specialized Service	
99	F & F & A Jacobs & Son-288		Uniforms	Police	9,239	11,641	10,168	3,086	4,602	Long-term relationship	
100	U.S. Postal Service - 2213		Postage & Delivery	All	9,185	4,526	6,000	4,000	6,000	Sole Provider	
101	Fidelity Power Systems - 300		Generator Inspection & Maint.	Public Works	9,128	8,691	6,132	4,942	4,225	Long-term relationship	
102	Orkin-715		Pest Control Service	All	8,962	8,742	260	8,181	-	Local vendor,specialized svc	
103	Quill - 3937		Office Supplies	Police	8,946	10,198	10,867	13,355	11,179	Competitive Pricing & Value	
104	Epstein, Norman-1374		Psychological services	CARES	8,800	8,250	8,250	9,900	10,890	Long-term relationship	
105	Durance Plumbing-5736		Plumbing Service	Public Works	8,692	9,272	44	22,185	5,633	Local vendor,specialized svc	
106	Roberts Oxygen - 784		Propane & Pool Chemicals	PW & Rec	8,679	9,701	9,226	10,743	8,805	Competitive Pricing & Value	
107	Climate Engineers-2210		HVAC service at AFC	Public Works	8,399	51,189	47,948	74,050	49,226	Local Vendor, Competitve Pricing	
108	Amato Industries - 3679		Chlorine & Other Pool Chemicals	Recreation	8,374	3,678	10,046	9,445	8,407	MNCPPC Contract	
109	Frontline Mobile Tech-7721		Toughbooks	Police	8,330	35,500	-	-	-	State Contract	
110	University of Maryland - 942, 4847		Police Academy, Election tabulation	Police & Admin	8,275	250	17,897	4,452	11,903	Specialized Service	
111	Howard County - 2572		Redlight Camera	Police	7,770	10,485	9,515	10,718	10,254	Specialized Service	
112	Spay Now - 6734		Veterinarian services	Animal Control	7,711	6,032	14,302	15,161	15,823	Competitive Pricing & Value	
113	Trippe Sports & Promotions LLC - 4466		Uniforms	All	7,576	5,421	39,155	11,885	10,050	Competitive Pricing & Value	
114	PT Armor, Inc-6354		Ballistic Vest Carrier	Police	7,475	3,055	5,400	6,213	1,140	Competitive Pricing & Value	
115	Kohler Equipment - 4683		Tools & Parts	Public Works	7,457	8,759	9,151	9,878	8,771	Local Vendor, Competitve Pricing	
116	Vermont systems - 956		Rec Trac Upgrade, Training, Maint	IT	7,409	0	7,194	13,968	16,562	Specialized Service	
117	Carquest Auto Parts-3101		Auto Parts	Public Works	7,151	11,303	7,575	3,604	1,896	Competitive Pricing & Value	
118	Shannon-Baum Signs-810		Street Signage	PW/Planning	7,062	3,726	3,621	4,194	3,407	Competitive Pricing & Value	
119	Granturk Equipment Company Inc - 351		Auto parts	Public Works	6,920	17,363	733	177,962	531	Sole Provider	
120	Greenman Pedersen - 379		Engineering consultant	Planning	6,565	53,011	29,022	101,298	118,035	Long-term relationship	
121	Jill Grant & Associates - 7864		Legal Support:Maglev,Bureau of Engravin	Admin	5,956	199,995	New FY21	-	-	Specialized Service	
122	Dr. Jack Leeb - 1766		Employment Assessments/Testing	Police	5,915	14,480	7,515	7,475	5,535	Long-term relationship	
123	Gun Shop, The 899		Firearms training, ammunition	Police	5,621	2,369	17,976	17,592	7,603	State Contract	
124	Bonkosky, Laura - 3010		Yoga Instructor	Recreation	5,485	6,754	14,546	14,431	8,720	Local Vendor, Competitive Pricing	
125	Leonard Paper Company - 2276		Paper towels & toilet tissue	Public Works	5,094	13,977	5,719	5,588	7,309	Competitive Pricing & Value	
126	MCCI - 2709		Laserfische Project Mgmt	IT	4,725	26,500	24,280	36,355	New FY19	Competitive Pricing & Value	
127	Delta Telephone & Cabling - 5016		Phone Maint & Licenses	IT	4,676	4,686	61,885	7,123	9,612	Local Vendor, Competitve Pricing	
128	The Fibar Group LLC - 4233		Engineered wood	Public Works	4,626	13,438	2,236	0	0	Competitive Pricing & Value	
129	Rexel of America LLC		Parts	Public Works	4,425	13,044	12,992	10,240	5,138	Competitive Pricing & Value	
130	Suburban Signs Inc - 856		City Vehicle decals & Installation	PD, PW, PCD	4,074	1,466	10,586	19,872	7,035	Competitive Pricing & Value	
131	Dude Solutions Inc - 298		Facility Dude	Public Works	3,966	5,162	3,055	30,775	2,639	Competitive Pricing & Value	
132	Silver Hill Cleaners - 149		Uniform cleaning	Police	3,900	6,789	8,356	9,042	12,062	Competitive Pricing & Value	
133	SiteOne Landscape Supply LLC - 415		Landscape plants/supplies	Public Works	3,714	12,074	2,286	11,442	3,174	Competitive Pricing & Value	

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1	Maryland State Retirement System	512806, 512807, 527301, & 527302	Retirement and pension plans	All	2,067,125	2,054,492	1,857,509	1,785,878	1,682,060	State Agency
134	Raymar Plumbing Services-767		Plumbing services	Public Works	3,065	3,932	13,190	27,506	31,002	Local Vendor, Competitive Pricing
135	Bolton Partners Inc - 4789		Post Retirement Medical	Fin & Admin	2,750	9,880	2,000	9,500	0	Actuarial Study every two years
136	Petsmart - 3339		Animal Food & Supplies	Animal Control	2,569	2,170	5,288	8,702	9,398	Local Vendor, Competitive Pricing
137	Boland Services - 118		HVAC Services	Public Works	2,188	65,283	8,987	5,437	2,046	Local Vendor, Competitive Pricing
138	Best, Best & Krieger - 137		Cable Issues & Franchise Negotiations, Sr Admin		1,598	213	6,385	15,058	1,127	Long-term relationship
139	General Glass - 4746		Windows	Public Works	1,316	44,455	5,522	2,465	1,779	Selected by competitive process
140	Washington Post - 7055		Employment Advertising	HR	950	8,365	5,290	10,030	New FY19	Competitive Pricing & Value
141	GHE Electric Services Inc - 6290		Electrical Supplies & Repairs	Public Works	745	15,163	5,335	12,075	425	Local Vendor, Competitive Pricing
142	Overhead Door - 681		Bay Door Repairs	Public Works	563	2,265	16,646	2,085	1,324	Specialized Service
143	Assa Abloy Entrance Systems US Inc-840		Door repairs	Public Works	333	3,860	3,400	9,860	5,807	Local Vendor, Competitive Pricing
144	Bradley Site Design - 1918		Design & Signage for Gateway and Buddy Planning		310	0	0	1,000	8,004	Long-term relationship
145	SHI International Corp - 4028		Computer supplies & Licensing	IT	78	29,483	9,012	New FY20	-	Competitive Pricing & Value
146	ATC Corp-3664		Tennis/Basket ball Courts Resurfacing	REC,Admin	0	-	-	3,088	-	Contract awarded in FY22
147	Baker Tilly US-NEW		Compensation Study	HR	0					Contract awarded in FY22
148	Brylin Glass LLC - 7753		Sculpture & Window Repair	Public Works	0	19,235	New FY21	-	-	Selected by competitive process
149	Cast Stone Designs Inc-8349		Gateway Signage	Planning	0	0	0	0	0	Local Vendor, Competitive Pricing
150	Community College of Baltimore County - 2106		Police academy	Police	0	0	10,443	0	2,020	Specialized Service
151	CTC Technology & Energy		Oversee Small Cell Applications	Admin	0	-	New FY21	-	-	Specialized Service
152	Doloff Printing - 259		Newsletters & Seasonal Brochures	Recreation	0	0	8,264	10,783	10,655	Competitive Pricing & Value
153	Eastern Salt Co - 2772		Road Salt	Public Works	0	2,383	12,370	14,400	New FY19	Competitive Pricing & Value
154	Emerg Serv Consult Intl - 2933(was Fields Consulting Group - 5873)		Promotional Assessment Center	Police	0	18,000	0	18,000	0	Competitive Pricing & Value
155	I-Tech-8350 (NEW - replaces J&M)		Security Cameras	IT	0					Selected by competitive process
156	LS Systems (NEW)		Access Control	Public Works	0					Local vendor,specialized svc
157	Mansfield Oil Co - 550		Diesel Fuel	Public Works	0	6,713	33,250	47,532	43,854	COG Contract
158	Miles & Stockbridge - 3801		Legal services: Bond Counsel	Admin	0	21,500	24,500	25,220	33,668	Specialized Service
159	NAA, Inc. - 3905		Remediation of CC Windows	Planning	0	0	26,870	New FY20	-	Selected by competitive process
160	O'Brien Bus Service Inc - 672		Bus service for camps- shorter trips	Recreation	0	0	16,975	14,350	14,425	Competitive Pricing & Value
161	Weyers Floor Service 976		Wood floor re-surfacing & refinishing	Recreation	0	2,800	9,053	12,411	16,757	Competitive Pricing & Value

Introduced: Ms. Davis
1st Reading: August 8, 2022
2nd Reading:
Passed:
Posted:
Effective:

RESOLUTION NUMBER 2102

WHEREAS, Section 40, "Purchases,11 of the Greenbelt City Charter, as amended, authorizes the City Council to waive bidding procedures and to authorize by resolution a negotiated purchase or contract whenever it is in the best interests of the City; and

WHEREAS, the purchases of certain goods and services from certain vendors during Fiscal Year 2023 individually may cost less than \$10,000 but will in the aggregate exceed \$10,000 for the year; and

WHEREAS, payment for the various vendors will be based on the best current negotiated or contract price available; and

WHEREAS, monies for these goods and services have already been approved by the City Council in the Fiscal Year 2023 budget; and

WHEREAS, the City Council has determined it to be in the best interests of the City to purchase the goods and services listed for the enumerated reasons on a negotiated basis. NOW, THEREFORE,

BE IT RESOLVED by the Council of the City of Greenbelt, Maryland, that the City Manager be and hereby is authorized to purchase the following goods and services listed.

- See Attachment -

PASSED by the Council of the City of Greenbelt, Maryland, at its regular meeting of _____, 2022.

Emmett Jordan, Mayor

ATTEST:

Bonita Anderson, City Clerk

City Council Agenda Item Report

Meeting Date: September 12, 2022

Submitted by: Bonita Anderson

Submitting Department: Information Technology

Item Type: LEGISLATION

Agenda Section: OTHER BUSINESS (60 mins - 9:00 - 10:00 pm)

Subject:

Network Security Assessment or Cyber Security Assessment.

Suggested Action:

IT has proposed having a Cyber Security Assessment done of our network along with the security policies and practices in place. Council has indicated their support for this activity as a necessary task to ensure the security of our network and our data. IT feels that the process will yield a list of items that will need to be addressed via system updates or replacements, practices that could be improved, and technologies that could improve our network security posture. This list of “to do” items will be a sort of road map for IT to follow in further securing our network.

IT has gotten proposals from 4 different firms that propose to do this type of assessment for the City. Prices range from free to \$15,000. In reviewing the proposals, only one appears to provide a full assessment of our network from both inside and outside. The other proposals are a foot in the door to sell us their security solution. IT feels that the City needs an assessment that does not have a bias towards a particular vendor’s solution. Therefore, IT is recommending that the City contract with CyberCX for a network assessment at a cost of \$14,900. If approved, this assessment would be scheduled for late September or early October.

Attachments:

[Security Assessment Proposal v1.1.pdf](#)



IT Infrastructure Security Assessment

Proposal

Prepared by CyberCX on behalf of
The City of Greenbel

DATE: 2/10/2022

VERSION 1.0

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Prepared by

Action	Name	Title	Date
Prepared by:	Brian Trevey	Vice President of Delivery	2/10/2022

Account Management

Action	Name	Title	Date
Prepared by:	Aleka Dancel	Enterprise Sales Executive	2/10/2022

Revision History

Version	Revision Description	Date
1.0	Final Release	2/10/2022

Distribution List

Name	Organization	Title
Dale Worley	City of Greenbelt	Director of IT

1 Executive Summary

CyberCX is pleased to present our expertise, scale, and full end-to-end service offering as you consider appointing a trusted partner for your cyber security requirements, current and future.

The City of Greenbelt, based in Greenbelt, MD, is a Government entity located within Prince George's County, one of the largest and fastest growing counties in the country. Located at 25 Crescent Road, Greenbelt, MD 20770, The City of Greenbelt has ~200+ employees and is looking to secure their network to prevent any cyber threats and strengthen their cyber security posture.

The City of Greenbelt is seeking the following service:

▶ IT Infrastructure Security Assessment

In conducting these penetration tests, CyberCX consultants comply with pre-defined rules and restrictions identified within the relevant sections of this document and agreed to by The City of Greenbelt.

Working collaboratively throughout the engagement, CyberCX consultants will ensure The City of Greenbelt is kept informed of critical findings. At the completion of this engagement a comprehensive report will be provided, detailing security exposure from a business and technical risk viewpoint, as well as a comprehensive set of recommendations designed to mitigate identified problem areas. The report is considerate of the target audience, presenting complex technical concepts in business context, with use of technical detail where appropriate.

In support of enabling The City of Greenbelt to understand the implication of all findings and determine appropriate remediation steps, CyberCX will provide a management debriefing session as part of this engagement with suitable information to determine the appropriate risk management strategy.

Further detail on the project scope and our approach to performing the security assessment is detailed in the following Sections of this document.

2 Suitability as a Supplier

CyberCX is a leading cyber security company, with over 950 full time cyber security practitioners. We are relentlessly cyber in our outlook, driven by customer requirements, and committed to creating a safer connected world. CyberCX is positioned at the forefront of cyber security technology, capability, and expertise globally and locally and is delighted to put forward our proposal for penetration testing services. The CyberCX approach is to engage and partner with organizations to deliver business outcomes and drive cyber security improvements.

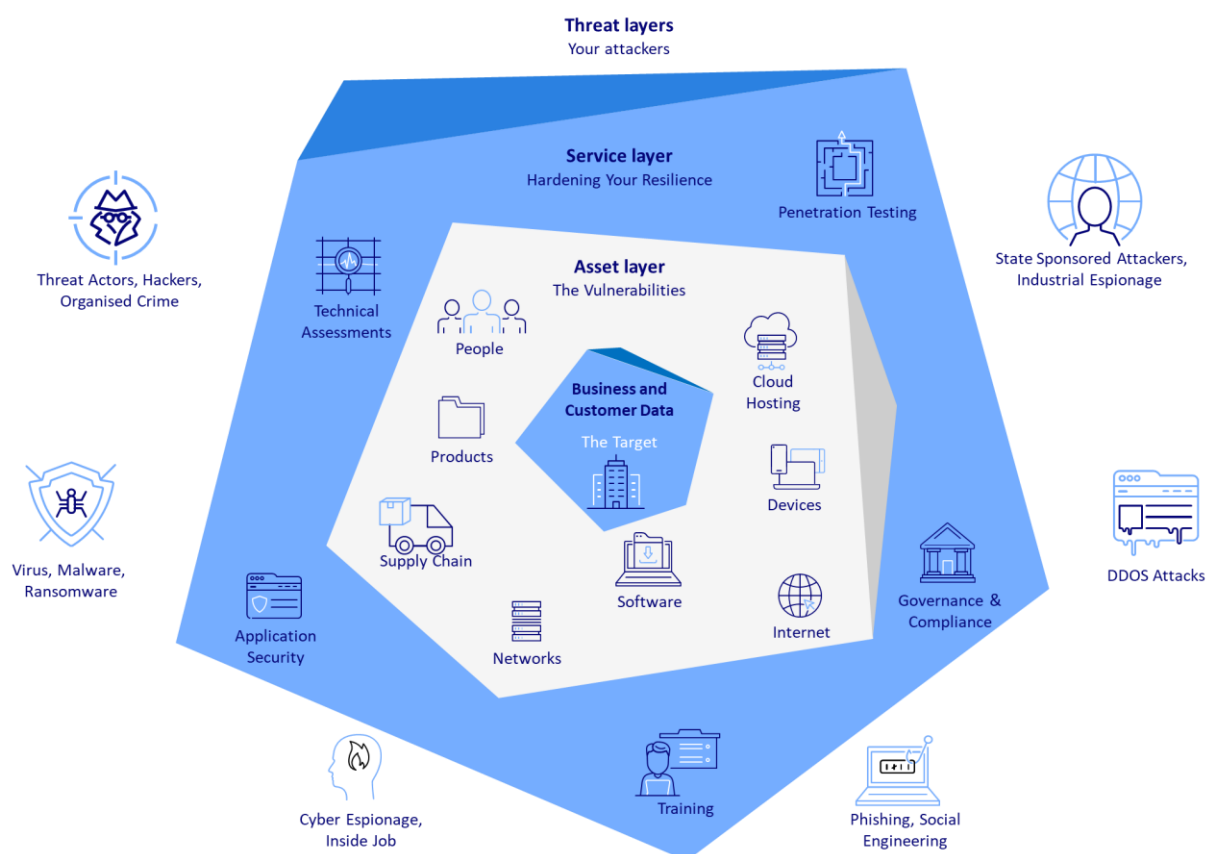


Figure 1 - Cyber Security Services Landscape

CyberCX has global industry experience, giving us a true appreciation of the risks confronting The City of Greenbelt in the modern cyber landscape, as well as the industry best practice tools and methodologies required to combat those risks. Importantly, CyberCX provides flexible and agile testing methodologies, to assist The City of Greenbelt with their cyber security needs. CyberCX has extensive experience providing augmentation to internal IT and Security teams, including penetration testing, that address and exceed The City of Greenbelt requirements.

Why CyberCX?

Scale and breadth of offering. With over 150 staff employed in its Security Testing and Assurance practice globally, the CyberCX security testing, application security, and training team is considered a leader in this practice. CyberCX has performed over 2,500 security tests across over 30 services in the past year alone, discovering a plethora of vulnerabilities. Many of these vulnerabilities were discovered for the first time by CyberCX consultants and ethically disclosed to customers, vendors, and appropriate parties for remediation. These tests and resulting security recommendations have led to significant security improvements for CyberCX clients across systems, applications, infrastructure, and operations. It is this extensive experience and expertise which CyberCX would leverage to perform the high-quality best practice testing services which The City of Greenbelt is seeking.

Structured processes, methodologies, and quality. CyberCX has developed a detailed testing process and methodology which aligns with best practice approaches, technical standards, as well as utilizing known issues and techniques drawn from our proprietary knowledge base (1,000's of findings across 100's of technologies) built through previous security testing engagements.

CyberCX have defined a cross-practice Subject Matter Expert (SME) team for all items in our service catalogue. They are responsible for streamlining, building, and maintaining all materials for that offering. Time is allocated for quarterly updates and this approach is integral to our market leading offering.

Combined, this ensures consistency, comprehensive coverage during testing, and the highest likelihood of discovering security issues. All deliverables are peer reviewed and have a management review to ensure they meet strict CyberCX quality standards and are fit for purpose for the intended audience – whether technical stakeholders or the Board.

Innovation. In the constantly evolving cyber landscape, CyberCX are committed to continuous innovation and service improvement and expansion. To this end, CyberCX have dedicated Research & Development and Capability functions focused on pioneering and improving tactics, techniques, and practices. The objective is to develop unique IP and provide something back to our customers and the community through thought leadership, training, whitepapers, and presentations.

In addition to internally developed capabilities, CyberCX security tester's techniques and tools are also informed by the cutting-edge of real-world adversaries thanks to our collaboration with CyberCX Security Operations Centre (SOC), Threat Intelligence (TI), Managed Security Services (MSS), and Digital Forensics and Incident Response (DFIR) staff. This IP, comparative assessment trends, and insight is included as part of every engagement.

Leveraging the cross-practice skills and capabilities of our peers we offer practical advice that helps our customers become secure faster.

The CyberCX Response

This proposal from CyberCX details the following:

- ▶ A partnership with The City of Greenbelt to provide a dynamic personalized testing service in line with the scope and processes outlined in the Statement of Work.
- ▶ An extensive, highly trained, certified, and experienced team of security testers with an expansive track record of delivering successful testing outcomes to customer deadlines, and
- ▶ A flexible and competitive pricing model designed to address The City of Greenbelt's unique requirements.

Our combination of knowledge, skills, and understanding uniquely positions CyberCX to provide the most comprehensive offering for your cyber security needs.

CyberCX People

CyberCX provides an extensive, highly trained, certified, and experienced team of security testers. They have an average of 15 years in cyber security and IT, and our most experienced have over 25 years' experience. With an expansive track record of delivering successful testing outcomes to our clients, our team actively maintain a variety of respected industry certifications, including but not limited to:

- ▶ CREST - CCT & CRT (~25)
- ▶ Offensive Security Certified Professional (OSCP) (~50)
- ▶ Offensive Security Certified Expert (OSCE) (~30)
- ▶ Offensive Security Exploitation Expert (OSEE)
- ▶ Offensive Security Web Expert (OSWE)
- ▶ Offensive Security Wireless Professional (OSWP)
- ▶ Certified Ethical Hacker (CEH)
- ▶ Certified Information Systems Security Professional (CISSP) (~10)
- ▶ SANS – GWAPT, GPEN, GMOB and many others (~20)

CyberCX runs a bi-annual internal conference (STAckerCon) to ensure our staff are well versed on current trends and techniques and facilitate cross-practice information sharing within CyberCX. An additional customer only track will be added within the next 12 months to share the best curated local content and case studies.

Due to the sensitive nature of engagements, many of our consultants maintain government security clearances and all consultants undertake routine police checks.

3 Scope of Work

This section outlines our understanding of The City of Greenbelt's requirements for this engagement.

The following requirements are based on information received from The City of Greenbelt on February 8, 2022. The objective of the assessment is to identify security weaknesses and provide recommendations as to appropriate mitigation strategies.

3.1 Service Requirements

The City of Greenbelt is seeking professional services to test the security posture of its in-scope assets. Specifically, The City of Greenbelt requests to have an assessment of key components of its IT infrastructure to further enhance controls and mitigate risk with both tactical and strategic recommendations provided by CyberCX as a result of the engagement.

To deliver the services as requested by The City of Greenbelt, the following components have been identified as essential.

Table 1 - Table of Services

Item	Component	Methodology
1	External Penetration Testing	4.1
2	Internal Network Penetration Test	4.2
3	Secure Configuration Assessment (AD)	4.3
4	Wireless Network Penetration TestingError! Reference source not found.	4.4
5	Office 365 Security Configuration Review	4.5

3.1.1 Security Assessment

This assessment will use a variety of technical testing methods, configuration reviews, and discussions to evaluate the security posture of the City of Greenbelt's IT environment. Work will be conducted both on-site at city facilities and remotely. The City of Greenbelt has approximately 250 end users, 200 endpoints (primarily Windows based with several stand-alone Macs), and 15 servers across two (2) locations. Network components include Fortinet firewalls with VPN, O365 for email with Outlook clients, Active Directory, and Meraki wireless.

4 Security Testing Service Approach

CyberCX's approach to security consulting is derived from leading industry standards that assist to guide our approach including ISO 27001 (Security Management), NIST and ISO 31000 (Risk Management) in combination with the CyberCX in-house developed processes and methodologies based on decades of prior assessments.

All security testing and assurance engagements are aligned with industry respected methodologies and in most cases far surpass them. Based on the nature and scope of the engagement, CyberCX will leverage one or more of the following, and extend this with our own best of breed methodologies developed over thousands of successful engagements:

- ▷ National Institute of Standards and Technology (NIST) SP 800-115 Technical Guide to Information Security Testing
- ▷ Information Systems Security Assessment Framework (ISSAF)
- ▷ The Penetration Testing Execution Standard (PTES)
- ▷ Open Web Application Security Project (OWASP) guidelines
- ▷ Open-Source Security Testing Methodology Manual (OSSTMM)
- ▷ OWASP Application Security Verification Standard (ASVS)
- ▷ CWE/SANS Top 25 Most Dangerous Software Errors
- ▷ Open Web Application Security Project (OWASP) Software Assurance Maturity Model (SAMM)
- ▷ Microsoft Security Development Lifecycle
- ▷ Building Security in Maturity Model (BSIMM)
- ▷ SEI CERT Oracle Coding Standard for Java

CyberCX is also experienced at delivering security testing and assurance activities based on specific standards or requirements. For example, CyberCX's Payment Card Industry Qualified Security Assessors (PCI QSA) are authorized and experienced at servicing clients that have obligations under the Payment Card Industry Data Security Standard (PCI DSS).

Upon appointment CyberCX has an internal and external project initiation meeting with key stakeholders. This ensures the customer understands the project pre-requisites, and that the consultant is well-briefed on the project requirements and expectations to ensure success. It allows agreement on standard project expectations such as updates and draft deliverable deadlines.

Our security consultants commence the engagement fieldwork and examine the attack surface of the target system by establishing a threat model. This mapping exercise highlights the areas where security weaknesses may be present and prepares for the next step of the process. Testing the attack surface is performed through a combination of automated tools, manual methods, and profound security knowledge collected and shared across the team over years of conducting similar engagements. Automated open-source and commercial tools aid with coverage by identifying configuration issues or outdated and vulnerable software and assist with directing the consultants in where they may need to investigate further.

The rigorous testing process and alignment to leading industry respected methodologies ensures that our approach is tailored to meet our client's specific needs and delivering high-quality results on engagements.

4.1 External Penetration Test

4.1.1 Description

An external network penetration test seeks to identify vulnerabilities or misconfigurations in The City of Greenbelt's Internet facing infrastructure, operating systems, and core services.

External network penetration testing is performed from the standpoint of an unauthenticated, external threat actor with limited knowledge of the target environment. The assessment utilizes tools, techniques, and procedures (TTP) commonly utilized by key threat actors to compromise networks and systems. This includes a combination of automated and manual techniques to simulate an attack against The City of Greenbelt's assets.

Automated testing is often used to identify key areas that a consultant should focus on. Using manual testing methods, a consultant will look to exploit the vulnerabilities to bypass controls and gain access to the internal network or gain access to The City of Greenbelt's sensitive information.

4.1.2 Methodology

CyberCX utilizes a staged approach for conducting an external network penetration test. Each stage of the external network penetration test is described in detail in the table below.

Table 2 - External Network Penetration Testing Methodology

Stage	Description
Stage 1: Information Gathering and Reconnaissance	CyberCX first assumes the role of an unauthenticated threat actor without valid credentials to the service. If vulnerabilities are identified, they are exploited to gain deeper access into the service and its data, other hosts that support the service, and where possible, the network on which the service resides.
Stage 2: Port Scanning	This involves the identification of supported protocols and listening ports on the target hosts on both IPv4 and IPv6 where applicable. Listening ports indicate services running on the remote host that may allow CyberCX (or unauthorized users) to gain access to systems that are misconfigured or running outdated software that has known vulnerabilities. In addition, it may allow CyberCX to determine valid access paths to a remote host and identify security controls that appear to be in place surrounding discovered hosts.
Stage 3: Enumeration	This involves the extraction of information from target systems listening services. For example, this information may be gathered through application banners or DNS records. Attempts are made to identify open ports, running services, operating systems, and hosted applications on the target systems.
Stage 4: Vulnerability Scan	This involves the systematic scanning of The City of Greenbelt's infrastructure for known operating system, service and application vulnerabilities. This is performed using customized tools, proprietary scripts, commercial, and best of breed publicly available or open-source tools.
Stage 5: Vulnerability Analysis and Exploitation	CyberCX will receive the results from the previous components of this phase and develop an exploitation roadmap. This takes vulnerabilities, misconfigurations,

Stage	Description
	possible bugs, and other security related issues identified, and converts them into viable attack scenarios designed to yield maximum results. Once the scenarios have been established, executed, and their results are analyzed, we will assess the risk of the identified vulnerabilities and proceed with their exploitation. If there is any risk of service interruption, we will discuss with the client. Testing during this phase may use some of the following techniques: (non-exhaustive list): ▷ Gain initial access through password attacks including default configurations, exploiting system misconfigurations and vulnerabilities. ▷ Explore historic public data breach dumps to gain passwords for a given domain. ▷ Password cracking techniques to gain access to user accounts or systems. ▷ Establish persistent control over the environment through multiple account compromises or hijacked execution flows. ▷ Perform post exploitation techniques to escalate privileges or facilitate information retrieval. ▷ Laterally move through the environment due to inherent weaknesses in the environment's permission model. ▷ Evade known defensive mechanisms through custom benign malware developed by CyberCX, combined with bypassing known endpoint and network level protection capabilities. ▷ Escalate privileges through process injection attacks or misconfigured application and operating system deployments. ▷ Ensure command and control remotely to the environment through encrypted egress channels and protocol tunnelling. ▷ Obtain evidence of breaches such as PII, business data, privileged access, etc., if system access is obtained. Further techniques and tactics CyberCX will employ can be found in the Mitre ATT&CK framework. Note: The techniques outlined in this component are a necessary part of the CyberCX methodology and are like techniques utilized by threat actors to gain unauthorized access to network systems. At the completion of the engagement all systems will be returned to their original state.
Stage 6: Reporting	This is the final stage of the engagement and forms a permanent record of the work undertaken. The report will provide The City of Greenbelt with a detailed understanding of the scope, approach, and findings, along with a comprehensive set of recommendations designed to mitigate identified problem areas.

4.2 Internal Network Penetration Test

4.2.1 Description

Organizations are commonly targeted with social engineering attacks and malware with the objective of gaining access to internal systems and data or encrypting files and demanding a ransom. While these may originate from external sources, an unsuspecting party that clicks on a link or executes malicious code can be easily compromised and used as a pivot point to attack other

systems or data in the internal network. Thus, a successful external attack can quickly become a broader internal attack.

An internal network penetration test seeks to identify vulnerabilities or misconfigurations in The City of Greenbelt's internal or Intranet facing infrastructure, operating systems, and core services. These include internetworking equipment such as firewalls and routers, and switches, internally hosted servers and services could be compromised by a threat actor.

We can simulate an insider with malicious intent / disgruntled employee or a threat actor with access to The City of Greenbelt's internal network. Internal network penetration testing utilizes a combination of automated and manual techniques to exploit vulnerabilities to bypass security controls and important business process. Attacks such as Poisoning of LLMNR, NBT-NS and MDNS services, Pass-the-hash, etc. to be performed. These testing can be executed from an unauthenticated or authenticated perspective. Authenticated testing covers role-based attack scenarios and provides The City of Greenbelt insights into what their users can access legitimately and how they may escalate privilege.

4.2.2 Methodology

CyberCX utilizes a staged approach for conducting an internal network penetration test. Each stage of the internal network penetration test is described in detail in the table below.

Table 3 - Internal Network Penetration Testing Methodology

Stage	Description
Stage 1: Information Gathering	This involves the identification of domain names and other associated network information related to The City of Greenbelt by querying local servers from the perspective of a malicious insider, employee, contractor, or a compromised asset. This information can be gathered from, but is not limited to, traceroutes, DNS queries, LDAP queries, Active Directory, NetBIOS queries and passive traffic analysis. This information is used to build a profile that yields a list of domain names and IP network ranges associated with 's IT systems and logical assets that belong toThe City of Greenbelt. Once the IP network ranges have been determined the active hosts will be deduced using a combination of TCP, UDP, and ICMP based techniques. The information gathered here forms the basis of the target selection for the rest of this phase.
Stage 2: Port Scanning	This involves the identification of listening ports on the target hosts. Listening ports indicate services running on the remote host that may allow CyberCX's consultants (or unauthorized users) to gain access to systems that are misconfigured or running outdated software that has known vulnerabilities. In addition, it may allow CyberCX to determine valid access paths to a remote host and identify security controls that appear to be in place surrounding discovered hosts.
Stage 3: Enumeration	This involves the extraction of information from target systems listening services. This information may be gathered through application banners, and enumerating running services such as LLMNR, unpatched MS-NRPC, SMBv3 with compression

Stage	Description
	enabled and unpatched/outdated software or operating systems. This information provides an enticement and may directly assist an unauthorized user in compromising the security of a target system.
Stage 4: Vulnerability Scan	This involves the systematic scanning of The City of Greenbelt's infrastructure for known operating system, service, and application vulnerabilities. This is performed using customized tools, proprietary scripts, and best of breed publicly available or open-source tools.
Stage 5: Vulnerability Analysis and Exploitation	CyberCX will receive the results from the previous components of this phase and develop an exploitation roadmap. This takes vulnerabilities, misconfigurations, possible bugs, and other security related issues identified, and converts them into viable attack scenarios designed to yield maximum results. Once the scenarios have been established, executed, and their results are analysed, we will assess the risk of the identified vulnerabilities and proceed with their exploitation. If there is any risk of service interruption, we will discuss with the client. Testing during this phase may use some of the following techniques (non-exhaustive list): ▶ Gain initial access through password attacks, exploiting system misconfigurations and vulnerabilities. ▶ Explore historic public data breach dumps to gain passwords for a given domain. ▶ Password cracking techniques to gain access to user accounts or systems. ▶ Use Person-in-the-Middle (PitM) techniques and packet sniffing software to capture user passwords as users' login to systems across the network. ▶ Establish persistent control over the environment through multiple account compromises or hijacked execution flows. ▶ Escalate privileges through process injection attacks or misconfigured application and operating system deployments. ▶ Lateral movement through the network due to inherent weaknesses in the network permission model. ▶ Evade known defensive mechanisms through custom benign malware developed by CyberCX, combined with bypassing known endpoint and network level protection capabilities. ▶ Ensure command and control remotely to the environment through encrypted egress channels and protocol tunnelling. ▶ Obtain evidence of breaches such as PII, business data, privileged access, etc., if system access is obtained. Further techniques and tactics CyberCX will employ can be found in the Mitre ATT&CK framework. Note: The techniques outlined in this component are a necessary part of the CyberCX methodology and are like techniques used by threat actors to gain unauthorized access to network systems. At the completion of the engagement all systems will be returned to their original state.

4.3 Secure Configuration Assessment

4.3.1 Description

A secure configuration assessment aims to assess the configuration and hardening that has been applied to ICT components such as in-scope network(s), system(s), or application(s) from a security perspective against The City of Greenbelt or industry-defined best practice security standard.

4.3.2 Methodology

CyberCX will perform a detailed review of the static configuration and “hardening” of in-scope hosts. This assessment will be performed using automated and manual testing in consultation with our detailed assessment methodology. The configurations will be reviewed with a combination of commercial and proprietary host-based auditing and scanning tools, in-house developed audit programs, desktop review of available documentation, and may be complemented by interviews/workshops with the system administrator(s) and other relevant stakeholders if required.

This review will be performed from the console with privileged access, which provides additional visibility and insight into the configuration of the hosts that could not otherwise be seen from the network through other assessments, such as penetration testing. Specifically, it determines the extent to which the host has been “hardened” against common attacks, in ensuring that the in-scope hosts have the best protection against current and emerging threats.

4.3.2.1 Microsoft Active Directory Security Review

CyberCX will conduct a review of Microsoft Windows Active Directory to determine its effectiveness at meeting the key security principles of Confidentiality, Integrity and Availability.

The review will be conducted based on the following methodology:

Table 4 - Microsoft Active Directory Security Review Methodology

Stage	Description
Documentation Request	CyberCX will request documentation that details the existing AD infrastructure, including details of the domain/forest architecture, naming standards and privilege assignment standards in use.
Data Gathering	Extensive data collection will be performed via manual and automated tools, including both publicly available and custom in-house tooling.
Forest Structure and Trust Relationships	In-scope domains and forests will be examined to identify any trust relationships, and the security implications of identified trusts for each in-scope domain. Particular attention will be paid to attack paths that leverage trust relationships.
Assignment of Privilege, Structure, and Manageability	The relationships between users, computers, groups, and other objects in the in-scope domains will be examined to determine whether privileges are being assigned securely and manageably. In-scope domains will also be assessed in terms of structure, adherence to naming standards, separation of privilege tiers, and other elements which impact the overall manageability of AD.

Stage	Description
Privilege Escalation Assessment	CyberCX will attempt to identify attack paths by which standard or low-privilege accounts might elevate their privilege level to take control of the in-scope domains.
Group Policy Security Assessment	Group Policy Objects (GPOs) in each in-scope domain will be examined, with a particular focus on identifying: ▶ Misassigned GPO permissions ▶ Local user rights assignment ▶ Credentials inappropriately stored in GPOs ▶ Policies concerning password rules and intruder detection/lockout. ▶ GPOs that deploy or execute weakly-protected scripts, links, MSI packages, and configuration files from file shares ▶ Local Administrator account password management ▶ Hardening of Domain Controllers ▶ Audit policy configuration
Kerberos Attacks	The in-scope domains will be assessed for susceptibility to common Kerberos-based attacks, including: ▶ Kerberoasting ▶ AS-REProasting ▶ Constrained, unconstrained, and resource-based constrained delegation abuses.
Password Analysis	NT (and LM if available) password hashes will be extracted from the domain and subjected to a series of offline brute-force cracking attacks, using a combined dictionary and mask-based approach. Overall strength of passwords selected by users will be analysed, with a particular focus on high-risk “guessable” passwords. Privileged access account and service account passwords will be examined to identify risky admin behaviors such as password re-use across standard and privileged accounts, or password re-use across multiple service accounts.

4.4 Wireless Network Penetration Test

4.4.1 Description

The objective of wireless network testing is to determine the extent to which your network can detect and defeat wireless attacks. It will be tested from the perspectives of authorized and unauthorized users and will include testing whether it is possible to gain access to or compromise the corporate network when connected to the wireless network.

4.4.2 Methodology

CyberCX utilizes a staged approach for conducting a wireless network penetration test. Each stage of the wireless network penetration test is described in detail in the table below.

Table 5 – Wireless Network Penetration Test Methodology

Stage	Description
Information gathering	Passively gather the following wireless parameters: band, channel, mode, network status, SSID, broadcast settings, signal strength, encryption protocols and settings, and additional security mechanisms implemented.
Vulnerability Analysis & Exploitation	Exploit any detected weaknesses in the configuration to obtain access to the wireless network. Some of the common wireless network attacks that CCX will attempt (depending on configuration identified) include: 1. Bypassing WLAN Authentication – uncovering hidden SSID(s), bypassing MAC filters, bypassing open authentication, bypassing shared key authentication, etc. 1. Identify weakly protected Access Points using WEP, WPA-PSK or no encryption. 2. Use Wireless packet capture tools to capture WEP/WPA-PSK cipher text to prepare for cracking. 3. Using the cracked or supplied access key gain access to the target network and perform infrastructure penetration testing on select in-scope targets, such as Wi-Fi hotspot management platforms, captive portals, AAA servers, etc. 4. Attacks on WLAN Infrastructure – default accounts and credentials on the access point, Denial of Service attacks, evil twin and access point MAC spoofing, rogue access points, etc. 5. Attacking the Client – client isolation, honeypot and mis-association attacks, coffee latte attack, de-authentication and dis-association attacks, hirtle attack, AP-less WPA-Personal cracking, etc. 6. Advanced WLAN Attacks - Person-in-the-Middle (PitM) attack, wireless eavesdropping using PitM, session hijacking using PitM, attacking WPA-Enterprise and RADIUS, etc.
Target Acquisition	CCX will deduce host locations within the wireless network using a combination of TCP, UDP, and ICMP based techniques. Reviewing the network for host isolation configuration.
Port Scanning	This allows CCX to identify listening ports on the target hosts identified above. Listening ports indicate services running on the remote host that may allow us (or unauthorized users) to gain access to systems that are misconfigured or running outdated software that has known vulnerabilities. In addition, it may allow us to determine valid access paths to a remote host and identify security controls that appear to be in place surrounding discovered hosts.

4.5 Office 365 Security Configuration Review

4.5.1 Description

Office 365 (O365) is a cloud-based business system used for email, productivity, and collaboration. This platform and its data are a popular breach target for key threat actors who wish to exfiltrate data, elevate their privileges, abuse resources, or delete data. There is also an insider risk whereby trusted

employees take steps to exfiltrate/spill or delete sensitive data or obtain persistent access by building in backdoor accounts.

There are a variety of potential motivations here, including the theft of intellectual property and Personally Identifiable Information (PII), the desire to blackmail, the intention to sell data on the black market, commit financial fraud, or to use the data to further entrench themselves in your systems. The data can come in a variety of forms, which further complicates your protection strategy. e.g. email, documents, instant messaging, etc.

Most security issues with O365 do not relate to the service provider – they relate to deployment choices around access. CyberCX will perform a configuration review of the O365 platform against commonly accepted best practice security configurations. This goes beyond those practices covered by the Microsoft Security Score and provides a step-by-step actionable remediation plan and strategy to defend against and detect complex threats.

4.5.2 Methodology

CyberCX utilizes a staged approach for conducting an Office 365 Security configuration review. Each stage is described in detail in the table below.

Stage	Description
Authentication controls	Assess the appropriateness of the authentication method used with Office 365 for user and administrative access. e.g. credentials, Multi-Factor Authentication (MFA), third-party Identity Provider (idP), etc. Determine whether all interfaces have been configured to enforce the strongest method chosen and cannot be bypassed. Review the password policy implemented by the chosen authentication method.
Users, groups, and mailboxes	Identify the currency of active users, guest users, and the suitability of group memberships (including administrators). Look at the process and frequency for reviewing these accounts. Evaluate the use of shared mailboxes and distribution groups and comment on the security implications.
O365 infrastructure and subscriptions	Understand the use case of implemented O365 infrastructure, including Exchange, Teams & Skype, SharePoint, OneDrive, Yammer, PowerApps, Flow, Security & Compliance, and Azure Active Directory. Determine whether the most appropriate security controls have been implemented for each of those in use. Identify any data sovereignty issues related to where your organizational data is kept. Evaluate if the subscriptions in use offer advanced security controls and whether these have been implemented. Review if unused functionality has been disabled by the organization to prevent use.
3rd party tools and protection	Assess whether third-party products are being used in conjunction with native security controls to further bolster the implementation and the security effectiveness of the system.

Stage	Description
	Determine whether appropriate email anti-spoofing and monitoring protections, such as SPF, DMARC, and DKIM are in place and effective.
Data classification, privacy, controls, and practices	Evaluate the data classification methodology in use and enforcement of DLP policies to control the leakage and dissemination of sensitive data. Assess compliance with relevant regulatory standards. e.g. Privacy Act, GDPR, etc. High-level review of processes around approval of invoices, payments, and change of details via email. Review the data governance around data import, archive, retention, events, and supervision.
Threat management and protection	Identify the platform specific controls implemented to defend against phishing, spam and malware and comment on their effectiveness. e.g. safe attachments and links policy Some of the items checked for which have security implications include: ▷ Client rules forwarding blocks ▷ Use of Information Rights Management (IRM) services for documents and email ▷ Transport rules to external domains and whitelists ▷ SPO site classification policies ▷ Anonymous calendar and details sharing ▷ External domain Skype communications ▷ Expiration time for external link sharing ▷ Dormant accounts ▷ Mailbox delegation ▷ Anonymous guest sharing links for sites and docs ▷ Use of Advanced Security Management console ▷ Mobile and PC device protections and enforcement ▷ Customer lockbox settings ▷ PowerShell remote session interface ▷ Enabled external interfaces ▷ Administrative password recovery ▷ ActiveSync configuration, approval for use process, and device wipe ▷ Evaluate effectiveness of post-delivery protection controls.
Security and compliance	Review audit and log settings and reporting to determine suitability in identifying breaches, misuse, and accountability. e.g. audit data recording, mailbox auditing, sign-ins after multiple failures report, outbound spam notifications, immutable email archive, etc. Assess the alert policies in use for suitability to identify abuse and misuse of the platform. Evaluate the incident response and escalation procedures in relation to email. Determine the existence and effectiveness of Acceptable Use Policies and policies relating to the handling and sharing of sensitive and confidential data.

5 Assumptions

The following assumptions are given unless otherwise clearly stated in the scope.

- ▶ Approval of necessary contractual documentation must occur prior to commencement of CyberCX activities.
- ▶ The City of Greenbelt should provide access to the necessary systems and personnel required to perform the engagement. This may include network access by CCX devices, accounts, building access, desk space, and a commitment from The City of Greenbelt that relevant subject matter experts will make reasonable effort to answer any queries.
- ▶ The City of Greenbelt will provide a primary point of contact to coordinate logistics and management of the engagement.
- ▶ The scope of the proposed assessment will be limited to what is defined as such in '*Section 3 - Scope of Work - Page 8*' within this document.
- ▶ Unless defined within the scoping section of this proposal, consultation will take place during normal business hours. If after hours work is required, this will need to be pre-arranged.
- ▶ Variations from the agreed scope will be mutually agreed and charged based on the rate provided in '*Section 8 - Pricing – Page 22*'.
- ▶ Any on-site or off-site assistance requested or performed in addition to that stated within '*Section 3 - Scope of Work - Page 8*', will be a separate support requirement and hence attract associated labor costs.
- ▶ Where a system is reliant on third-party components, The City of Greenbelt will seek permission from the third party to have that component included in testing. Without this permission third-party components will be excluded from the Scope of Works.
- ▶ Applications and systems that are in scope for testing will be stable (no changes will be deployed to the environment) and continuously available throughout the agreed testing window.
- ▶ The City of Greenbelt is to verify a full backup of all servers, applications, databases, data, and network equipment exists before testing begins.
- ▶ Stages of the engagement, including testing and reporting, will be conducted and completed offsite, from CyberCX Premises.

6 Risk Management

Performing security testing work entails certain risks. Nevertheless, CyberCX believes that performing these tests in a systematic and controlled manner is an effective way to test the security of your infrastructure and connected systems. It specifically allows you to pinpoint vulnerabilities before someone else does.

CyberCX will exercise due professional care and competence in the performance of the Services. However, The City of Greenbelt acknowledges that the following may be experienced during network testing:

- ▷ Disruption or degradation of systems and services,
- ▷ Data loss or transformation of systems and services,
- ▷ Loss of system or application integrity,
- ▷ Information disclosure from systems and services, and
- ▷ Many emails and other alert messages may be generated by the systems tested.

Some of these risks can be minimized by ensuring:

- ▷ The latest software updates have been installed,
- ▷ There is adequate disk space on the systems and services under test,
- ▷ There are adequate CPU cycles remaining on systems and services under test to handle an increase in network and transactional based traffic,
- ▷ There is adequate free Internet bandwidth to handle an increase in network-based traffic,
- ▷ There are full backups of all systems and services under test, and
- ▷ Testing is conducted against a test environment rather than a production environment.

The City of Greenbelt acknowledges that technical testing cannot identify all possible vulnerabilities, configurations, or weaknesses. Instead, the CyberCX team will attempt to identify vulnerabilities on as many systems as possible in the allotted time, and to examine penetrated computers for business function and data content. This type of activity more accurately reflects the nature of hacking and helps illustrate the potential exploits of an unauthorized perpetrator.

7 Deliverables and Reporting

During the assessment, CyberCX will provide verbal results on all critical-risk findings on a daily or as needed basis. At the completion of the engagement field work, CyberCX will provide a draft report that will contain the following items:

Table 6 - Draft Report Components

Component	Timetable
Executive Summary	Executive summary detailing CyberCX's scope, approach, and summary recommendations. This section is aimed at senior management and will contain non-technical (business context) descriptions of all findings along with discussions of their inherent business risk and recommended risk management strategies.
Methodology	Process that the tester used to achieve a particular result, results of automated testing tools (in a practical pivot table), and screenshots of successful exploits.
Detailed Recommendations	Detailed recommendations covering identified security vulnerabilities and exposures. This section is aimed at technical staff and will provide them with a complete solution detailing: 1 Description of the vulnerability, 2 Host(s) affected by the vulnerability, 3 Implication the vulnerability has on the security of the host and connected systems, 4 Classification of the vulnerability¹ (Critical, High, Medium, Low, or Informational) to assist you in determining the urgency in rectifying the problem area identified, 5 Root cause analysis which allows patterns of vulnerability to be identified which can be treated to prevent similar occurrences in the future, and 6 High-level technical description of how to reduce or eliminate the exposures inherent in the vulnerabilities.
Summary Matrix	Summary matrix highlighting vulnerabilities by risk rating and host that can be used as a work program to resolve any issues identified.
Applications, Tools, & Techniques	List of applications, tools, and techniques used in performing this assignment.

After receiving feedback on the draft report, and incorporating the feedback, the report will be issued in final form supported by a project closeout meeting and presentation.

8 Pricing

The pricing schedule includes all professional services as outlined within this proposal. The cost for the service excludes travel and expenses.

All prices are in US\$ and exclude any applicable taxes.

Table 7 – Pricing Summary

Engagement Pricing	Price
Infrastructure Security Assessment	\$14,900
Total Price	\$14,900

8.1 Variations to Supply of Service

If any modifications are required during the project (due to unforeseen circumstances or upon your request), CyberCX will supply a written variation form which you will be asked to authorize.

8.2 Terms and Conditions of Supply

This proposal should be read in conjunction with CyberCX's Terms and Conditions.

8.3 Acceptance of Proposal

To proceed with the scope of Services set out in this Proposal, please have an authorized representative sign below on behalf of The City of Greenbelt.

This Proposal is agreed and accepted by The City of Greenbelt

Signed for you by The City of Greenbelt's Authorized Representative:

Signature	_____	Date	_____
Print Name	_____	Position	_____

To accept this quotation please email this document and/or any related purchase order details to sales@cybercx.com

9 Terms and Conditions

- 1. Agreement**
 - a) Together with the Proposal, these Terms and Conditions form part of the Agreement between CyberCX and the Client for the provision of the Services. These Terms and Conditions will apply to any further Services provided by CYBERCX to the Client unless otherwise agreed in writing.
 - b) The terms of any Proposal will prevail to the extent of any inconsistency with these Terms and Conditions.
 - c) Defined terms and rules for interpretation are set out in clause 20.
- 2. Term**

CyberCX will provide the Services to the Client in accordance with the Agreement from the Commencement Date until the earlier of the End Date or the termination of the Agreement.
- 3. Warranties by CyberCX**
 - a) CyberCX warrants that:
 - it will perform the Services in a competent and prudent manner; and
 - the Services will be performed in accordance with all applicable laws, rules, regulations, standards.
 - b) Other than as expressly provided in the Proposal or these Terms and Conditions, to the maximum extent permitted by law, all other warranties are excluded.
- 4. Obligations of Client**

The Client will provide CyberCX with access to its computer systems, premises, data and any other information in the manner reasonably required by CyberCX to perform the Services in accordance with the Agreement.
- 5. Authority**
 - a) The Client authorizes CyberCX Representatives to access and use the Client's computer systems as reasonably required by CyberCX solely for the provision of the Services,
 - b) The Client will provide CyberCX with a signed authority in the form set out in the Proposal from such persons as CyberCX reasonably requires, prior to the provision of any Services by CyberCX.
- 6. Acknowledgments**
 - a) In performing the Services, CyberCX acknowledges that the systems being tested may be live operating systems. CyberCX will use all due care to minimize the impact of any tests which form part of the Services.
 - b) The Client acknowledges that:
 - CyberCX may immediately halt any testing which forms part of the Services, if directed by the Client or if CyberCX suspects that the Client's information or operating systems are being unduly impacted; and
 - provided CyberCX has complied with clause 6-a, CyberCX will not be in breach of the Agreement if the Services impact the information or operating systems of the Client, or performance of the Services is halted in accordance with clause 6-b bullet #1.
- 7. Service Fees and Expenses**
 - a) The Client will pay CyberCX the Service Fees in consideration of CyberCX providing the Services to the Client, in accordance with this clause 7. The Service Fee shall be exclusive of taxes, which CyberCX shall add to its invoices at the prevailing rate.
 - b) The Client will pay any expenses to be incurred by CyberCX in performance of the Services as set out in the Proposal ("**Expenses**"), provided such Expenses are agreed in advance with the Client.
 - c) The Client will pay the Service Fees (together with taxes where appropriate) and Expenses (if any) in the manner set out in the Proposal. If no payment terms are specified in the Proposal, the Client will pay the Service Fees and Expenses (or such portion as determined by CyberCX) within 10 Business Days of the end of each month in which the Services are provided.
 - d) The Client will not be required to pay the Service Fees or Expenses (if any) unless CyberCX has provided a valid tax invoice to the Client for the Services performed.
 - e) The Client must pay all undisputed amounts payable or owing by it to CyberCX under the Agreement without any set off or deduction.
 - f) Any variation to the Services or the manner in which the Services are to be performed and provided by CyberCX to the Client may result in additional Service Fees (other than as a result of breach of this Agreement by CyberCX). This includes variations resulting from alterations to the timeframes due to Client unavailability, changes to any scope of work forming part of the Services or a Proposal, CyberCX being required to repeat or perform the same Services, modifications to the Client's hardware, software or other technical infrastructure and any additional information uncovered in performing the Services or provided by the Client.
- 8. Non-Performance of Services**
 - a) Subject to clause 8-b, if CyberCX does not provide the Services in accordance with the Agreement the Client may require CyberCX, at CyberCX's expense, to promptly perform or re-perform the Services in accordance with the Agreement.
 - b) CyberCX will not be required to remedy any default or otherwise perform or re-perform any Services pursuant to clause 8-a, where the non-performance is caused or contributed to by the Client (including the Client's employees, agents or contractors) or any failure of the Client's systems or IT infrastructure during the provision of the Services.
- 9. Force Majeure**

- a) CyberCX will not be liable for performance of any of its obligations under the Agreement as a result of an act of God, national emergency, war, prohibitive governmental regulations, labour dispute or any other cause beyond CyberCX's reasonable control. If such a force majeure event occurs, CyberCX will notify the Client of the occurrence and expected duration of that event.
- b) If a force majeure event renders performance of the Agreement impossible for a continuous period of at least fourteen (14) Business Days, either party may by notice to the other, terminate the Agreement.

10. Warranties by Client

The Client warrants that it is (i) validly in existence under all applicable laws, (ii) duly authorized to enter into the Agreement, (iii) has obtained all required consents and approvals to do so and (iv) is not contravening any law, judgment, order or rule of any Government Agency or any agreement by entering into the Agreement.

11. Liability of CyberCX

- a) Nothing in this Agreement shall exclude or restrict either party's liability for: (a) death or personal injury resulting from the negligence of that party or of its employees while acting in the course of their employment, or (b) fraud.
- b) Subject to clause 11-a, but otherwise notwithstanding any other clause of the Agreement, CyberCX will not be liable for:
 - any Claim relating to, arising out of or in connection with anything which is done (or is not done) by the Client without CyberCX's prior written approval.
- c) Subject to Clauses 11-b, 11-c and 11-d, CyberCX's maximum aggregate liability in contract, tort or otherwise (including any liability for any negligent act or omission) however arising out of or in connection with the performance of its obligations under this Agreement in respect of any one or more incidents or occurrences during any period of 12 consecutive months shall be limited to the professional indemnity insurance up to the value of \$2 million.
- d) CyberCX will not be liable for loss arising from or in connection with any representation (other than fraudulent representations) agreements statements or undertakings made prior to the date of execution of this Agreement other than those representations agreements statements and undertakings confirmed by a duly authorized representative of CyberCX in writing or expressly incorporated or referred to in this Agreement.

12. Termination

- a) If either party breaches a term of the Agreement ("**Defaulting Party**") and the breach can be remedied, the other party ("**Non-Defaulting Party**") may give the Defaulting Party not less than seven (7) days' notice to remedy that breach. If the breach is not remedied within the period stipulated in the notice, the Non-Defaulting Party may give the Defaulting Party a further notice immediately terminating the Agreement.
- b) Either party may terminate the Agreement by notice to the other party immediately upon any of the following events:
 - if the other party commits a material breach of this Agreement which cannot be remedied;
 - if the other party ceases to carry on business as a going concern;
 - if an Insolvency Event occurs in relation to the other party; or
 - if the other party commits a serious criminal offence.
- c) Termination of the Agreement will not affect any rights or obligations of party which arose prior to the date of termination. CyberCX will not be liable to the Client for any Claims by the Client relating to the termination of this Agreement by CyberCX in accordance with this clause 12.

13. Confidentiality

- a) Each party owns all of its Confidential Information. During the Agreement and after its termination, each party can use or disclose the other party's Confidential Information only to (i) perform the Services, (ii) professional advisors on a confidential basis for the purpose of obtaining advice, (iii) if the disclosing party has consented in writing, or (iv) if required by law.
- b) Upon termination of the Agreement, the recipient of Confidential Information must at the disclosing party's discretion, deliver to the disclosing party or destroy all Confidential Information in the recipient's possession or under its control; and delete all Confidential Information held electronically in any medium in the recipient's possession or under its control as far as practicably possible. The recipient may retain one copy of any Confidential Information as required by law, any report provided by CyberCX to the Client and any information contained in working papers or files prepared by CyberCX in connection with that report.

14. Data Protection

- a) The Client warrants that it has the legal right to disclose all Personal Data that it does in fact disclose to CyberCX under or in connection with the Agreement.
- b) CyberCX warrants that:
 - it will act only on instructions from the Client in relation to the processing of any Personal Data performed by CyberCX on behalf of the Client. It will hold the Personal Data in confidence and strictly for use in connection with this Agreement and not use the Personal Data for any other purpose nor to contact individuals other than as strictly necessary to enable the provision of the services; and
 - it shall comply with the provisions of the Applicable Data Protection Legislation in relation to all Personal Data that is processed by it in the course of performing its obligations under this agreement. In particular, but without limitation CyberCX shall warrant it has in place appropriate security measures (both technical and organisational) against unlawful or unauthorized processing of Personal Data and against loss or corruption of Personal Data processed by CyberCX on behalf of the Client; and

- to the extent permitted by law, it will notify the Client of any actual personal data breach within 48 hours at the address listed in the Agreement; and
- it will fully co-operate with the Client in supporting compliance with Applicable Data Protection Legislation, including but not limited to, assisting the Client in providing subject access and allowing data subjects to exercise their rights under Data Protection Legislation and promptly acting on the Sponsor's requests with respect to the Personal Data, which may include their secure destruction; and
- should in fulfilling their obligations under the Agreement or pursuant to other lawful instructions from the Client, Personal Data may be transferred, directly or via an onward transfer, outside the US, CyberCX shall rely on measures such as Standard Contractual Clauses, Privacy Shield or Binding Corporate Rules as allowed by Applicable Data Protection Legislation.

15. Intellectual Property

- a) In relation to any report provided by CyberCX to the Client pursuant to the Agreement, CyberCX grants the Client an irrevocable and non-exclusive licence to use that report subject to the terms of the Agreement, provided that CyberCX retains copyright in that report.
- b) Subject to clause 15-a, all Intellectual Property and similar rights in any other document, work or other matter developed, created, owned or contributed to by CyberCX belongs to CyberCX and CyberCX owns all rights, title and interest in that Intellectual Property.
- c) During the Term and after the End Date the Client will not use any of CyberCX's Intellectual Property except as expressly permitted by the Agreement nor register or use any name or mark similar to or capable of being confused with CyberCX's name, business name or trademark.
- d) Subject to this clause 15, any Intellectual Property of the Client as at the date of the Agreement will remain the property of the Client.

16. CyberCX Staff

- a) While CyberCX is providing any Services to the Client and for a period of 12 months after the End Date, the Client will not make an offer of employment to any employee or contractor of CyberCX. In addition, during that period the Client will also not solicit, induce or entice any employee or contractor of CyberCX to cease to work for CyberCX.
- b) Clause 16-a does not prohibit the Client from publishing a bona fide employment opportunity with the Client to the general public or making an offer of employment to a person who has responded to such an advertisement or publication.

17. Dispute Resolution

- a) Any dispute or disagreement in relation to or in connection with the Agreement in any matter ("**Dispute**") is to be resolved in accordance with the procedure provided in this clause 17. In the event of a Dispute, the party seeking to have it resolved must issue to the other parties a notice setting out all details relevant to the Dispute ("**a Dispute Notice**").
- b) Within 14 days of receipt of a Dispute Notice, the senior management of the parties to the Dispute shall meet to negotiate resolution of the Dispute. The parties agree that those negotiations must be conducted in good faith.
- c) In the event that the Dispute is not resolved in accordance with clause 17-b, within 14 days of receipt of a Dispute Notice, the Parties will attempt to settle it by mediation in accordance with the State of Maryland Alternative Dispute Resolution procedures. Unless otherwise agreed by the parties, the mediator shall be nominated by Mediation and Conflict Resolution Center of Howard County. To initiate the mediation a party must serve notice in writing ("**ADR Notice**") to the other party requesting a mediation. A copy of the ADR notice should be sent to Mediation and Conflict Resolution Center of Howard County to solve. The mediation will start not later than [number] days after the date of the ADR notice. If the Dispute is not resolved by mediation, either party will be entitled to take legal action.
- d) Nothing contained in this clause 17 will prevent a party from seeking urgent interlocutory relief.

18. Miscellaneous

- a) Unless otherwise specified, the Agreement contains the entire agreement between the parties in respect of the subject matter of the Agreement and supersedes any prior agreement or understanding (if any) between the parties in relation to the subject matter of the Agreement.
- b) Any amendment to a term of the Agreement must be made in writing executed by the parties.
- c) CyberCX may assign its rights and obligations under the Agreement at any time. The Client can only assign its rights and obligations under this Agreement with the prior written consent of CyberCX, unless such assignment is in relation to an internal reorganisation of the Client's business and where the assignment will be made to another member of the Client's group. No one other than a party to the Agreement, their successors and permitted assignees shall have any right to enforce any of its terms.
- d) If any provision or part-provision of this Agreement is or becomes invalid, illegal or unenforceable, it shall be deemed modified to the minimum extent necessary to make it valid, legal and enforceable. If such modification is not possible, the relevant provision or part-provision shall be deemed deleted. Any modification to or deletion of a provision or part-provision under this clause shall not affect the validity and enforceability of the rest of the Agreement.
- e) The Agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation shall be governed by and construed applicable laws and the parties irrevocably agree to submit themselves to the exclusive jurisdiction of the courts in the State of Maryland.

- f) The Agreement may be executed in any number of counterparts and all counterparts taken together will constitute one and the same instrument. Satisfactory evidence of execution of this Agreement will include evidence of execution sent by electronic transmission by the relevant party and in such case, the executing party undertakes to produce the original as soon as reasonably practicable thereafter.
- g) The Agreement will only come into effect and be binding on the parties when it is duly executed by all of the parties.
- h) The parties will pay their own costs in respect of the negotiation, preparation and execution of the Agreement.
- i) The parties are independent entities. The parties are not principal and agent, partners, trustee and beneficiary or employer and employee.

19. Notices

- a) Any notice to be given by one party to the other must be (i) signed by the party giving the notice or by one of its officers or its duly authorized lawyer or agent and (ii) hand delivered or sent by prepaid post, facsimile or electronic mail to the address, or electronic mail address (as the case may be) set out in the Agreement (or any other address or electronic mail address that a party notifies to the other party from time to time).
- b) Notice will be deemed sufficiently given in the case of (i) hand delivery, on the date of delivery (ii) pre-paid post two Business Days after being sent or (iii) electronic mail, on the day of transmission provided that the sender can give evidence of transmission and the intended recipient does not give evidence of non-receipt.

20. Interpretations and Definitions

In the Agreement unless qualified by or inconsistent with the context:

- a) A reference to one gender includes the other genders; a reference to a person includes a body corporate or unincorporate and vice versa; the singular includes the plural and vice versa.
- b) A reference to a clause is a reference to a clause of this Agreement. A reference to a Schedule is a reference to a schedule to this Agreement.
- c) Where a word or phrase is given a particular meaning, other parts of speech or grammatical forms of that word or phrase have corresponding meanings.
- d) Headings are for convenience of reference and will not affect the interpretation.
- e) Any schedules form part of the Agreement.
- f) The Agreement is written in plain English as far as possible. Its terms are to be interpreted so as to give efficacy to the parties' agreement. No rule resolving a doubt as to interpretation against the party preparing the Agreement will apply. The specific provisions will not limit the interpretation of general provisions.
- g) The Agreement binds the parties' respective heirs, executors, administrators, legal personal representatives, successors and permitted assigns.
- h) **"Agreement"** means the agreement set out in the Proposal, these Terms and Conditions together with any Schedules.
- i) **"Applicable Data Protection Legislation"** means any applicable law relating to the processing, privacy, and use of Personal Data, as applicable to the parties and/ or the subject matters under the Agreement and as may be amended/replaced from time to time, including: (a) the Data Protection Act 2018, (b) the Regulation of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) ("GDPR"), and/or any corresponding or equivalent national laws or regulations;
- j) **"Business Day"** is a day other than a Saturday, Sunday or public holiday.
- k) **"Claim"** means, in relation to any person, any damage, loss, cost, expense or liability incurred by the person or a claim, demand, action, proceeding or judgment made against the person, however arising and whether present or future, fixed or unascertained, actual or contingent.
- l) **"Client"** means the person identified as the Client in the Proposal.
- m) **"Commencement Date"** means the date specified in the Proposal for commencement of performance of the Services by CyberCX. If no such date is specified, the Commencement Date is the date the Proposal is signed by CyberCX and the Client.
- n) **"Confidential Information"** means any information obtained by one party concerning the other party including but not limited to its business activities and that (i) by its nature is confidential, (ii) is designated by the disclosing party as confidential or (iii) the recipient knows or ought to know is confidential; but excludes information that is publicly available, except as a result of a breach of this Agreement or was disclosed to the recipient by a third party who was not under a duty of confidentiality in relation to that disclosure.
- o) **"CyberCX"** means Cyber CX US
- p) **"CyberCX Representatives"** means representatives of CyberCX authorized by CyberCX in writing for the purpose of the Agreement.
- q) **"End Date"** means the date by which the Services must be completed as specified in the Proposal. If no such date is specified, the End Date is the date upon which the Services are completed by CyberCX.
- r) **"Government Agency"** means a government or a governmental, semi-governmental or judicial entity or similar authority, and includes a self-regulatory organisation established under statute or a stock exchange.
- s) **"Insolvency Event"** means any of the following:
 - the threatened or actual appointment of a voluntary administrator, liquidator, provisional liquidator, receiver, receiver and manager, controller, trustee in bankruptcy, administrator or other person of similar office, including any application to a court for such an appointment;
 - entry into or proposing an arrangement or compromise for the benefit of creditors;
 - the levy or enforcement of a writ of execution, order or judgment;
 - becoming unable to pay debts as and when they fall due for payment;

- the taking of possession or control of any asset by a person under an Encumbrance; or
 - failing to satisfy or to apply to have set aside a statutory demand, a bankruptcy notice or other similar form of statutory notice within the time specified in the demand or notice.
- t) **"Intellectual Property"** means all intellectual property rights including, without limitation:
- u) patents, copyright, registered designs, rights in circuit layouts, trademarks, inventions, secret processes, computer code, discoveries and improvements and modifications of any kind;
- v) the right to have confidential information kept confidential; and
- w) any application or right to apply for registration of any of the rights defined in this clause 20.19.
- x) **"Notice"** means written notice and **"notify"** means notification in writing.
- y) **"Personal Data"** has the meaning given to it by "Applicable Data Protection Legislation"
- z) **"Proposal"** means a written proposal, offer or quote provided by CyberCX to the Client in relation to the Services.
- aa) **"Services"** means any services to be provided by CyberCX to the Client as set out in a Proposal, and any other services agreed by CyberCX and the Client in writing for the purpose of the Agreement.
- bb) **"Service Fees"** means the fees payable to CyberCX by the Client in consideration of CyberCX providing the Services as set out in the Proposal or otherwise agreed in writing between CyberCX and the Client.
- cc) **"Term"** means the term of the Agreement set out in clause 2.



About CyberCX

The greatest force of cyber security experts

The CyberCX group brings together the country's most trusted cyber security companies to create a comprehensive end-to-end cyber security services offering to global enterprises and government.

With a workforce of over 900 cyber security professionals, and a footprint of over 20 offices across Australia and New Zealand, and global presence in Europe and the US, CyberCX offers a full suite of cyber security services.

Our expertise is represented across 8 cyber security practices:

- ▷ Strategy & Consulting
- ▷ Security Testing & Assurance
- ▷ Governance, Risk & Compliance
- ▷ Integration & Engineering
- ▷ Identity & Access Management
- ▷ Managed Security Services
- ▷ Digital Forensics & Incident Response
- ▷ Training & Education

Led by industry experts and delivered by cyber security specialists committed to their craft, CyberCX represents the best cyber security talent, applying unmatched cyber security expertise to protect and defend organizations from cyber threats.

USA
250 Park Avenue
7th Floor
New York 10177

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cybercx.com
us-sales@cybercx.com

City Council Agenda Item Report

Meeting Date: September 12, 2022

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS (60 mins - 9:00 - 10:00 pm)

Subject:

Reconsideration of a Motion to adopt A Resolution to authorize the negotiated purchase of construction service to build a Gateway Signage Wall and install signage from Jopal Construction Inc. at a lump sum cost of \$39,000 with an agreement that if a change in material price increases more than 10% between the time of estimate (July 2022) and completion of project an extra charge will apply for this increase.

Suggested Action:

Councilmember Gordon requested this item be added to the agenda.

At the August 8th, Regular Meeting, Ms. Davis introduce the resolution for second reading and adoption. Mr. Gordon seconded. The motion failed 3-4 (Mayor Jordan, Mr. Byrd, Mr. Gordon, Mr. Roberts).

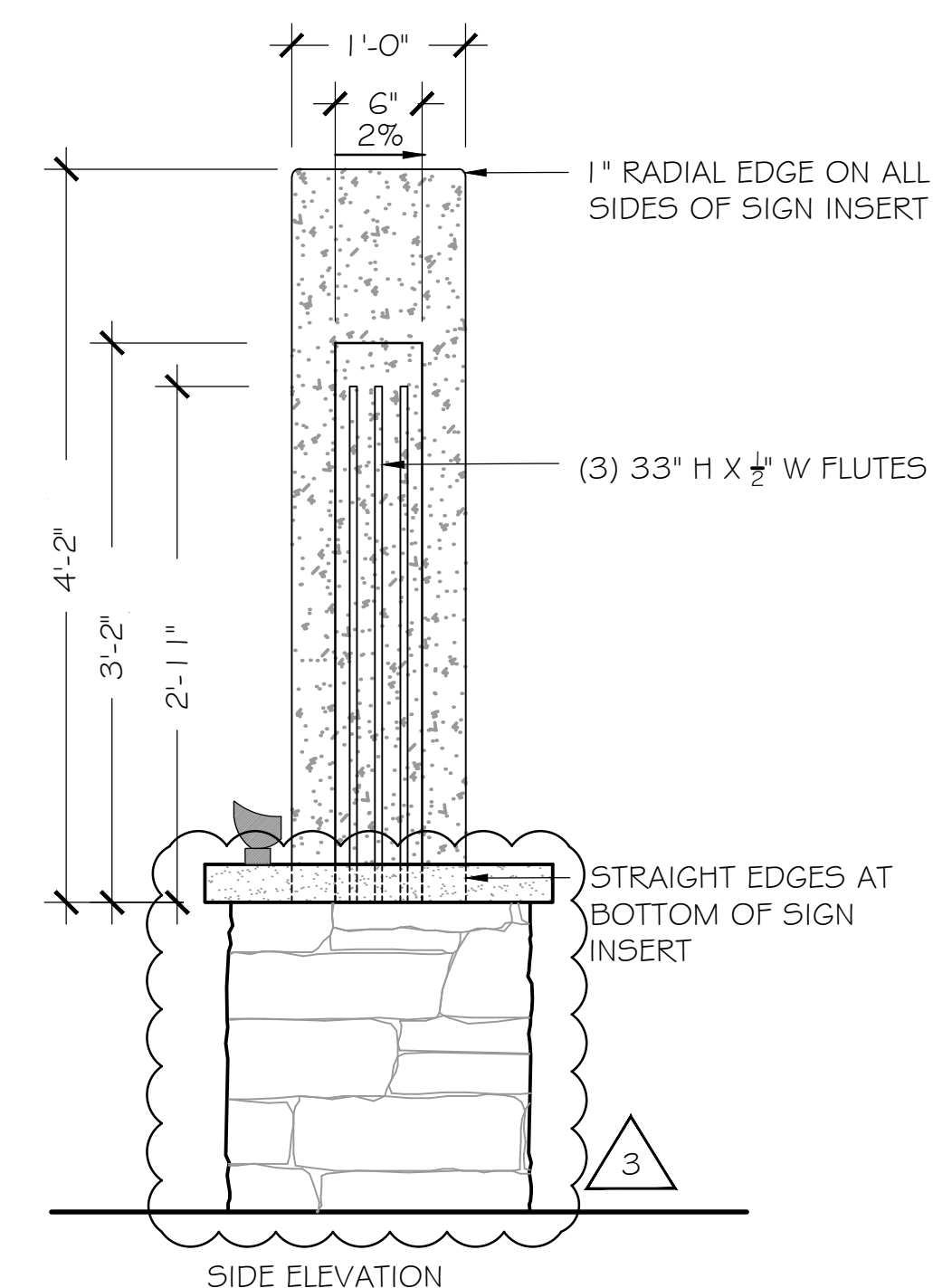
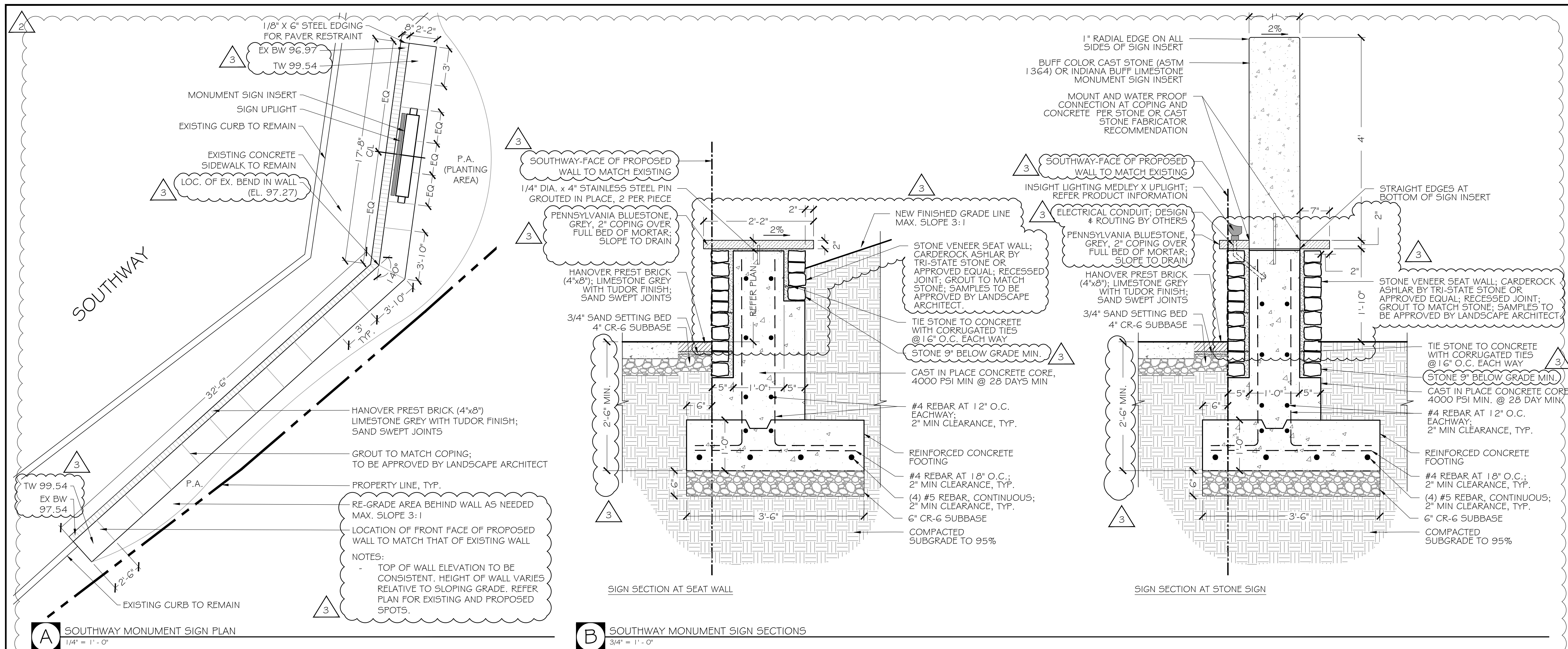
Attachments:

[L.100_Southway_Sign.pdf](#)

[Est_1082_from_Jopal_Construction_Inc._18148.pdf](#)

[Resolution_of_Negotiated_Purchase.pdf](#)

[Gateway_sign_memo_FINAL.pdf](#)



- NOTES:

1. ALL WALL COPINGS AND FABRICATED SIGN ELEMENTS SHALL BE SUBMITTED TO THE OWNER AND/OR OWNER'S REPRESENTATIVE VIA A SHOP DRAWING FOR REVIEW AND APPROVAL. THE SHOP DRAWINGS SHALL INCLUDE ALL COMPONENTS FULLY DIMENSIONED AS WELL AS SUGGESTIONS FOR REINFORCING AND ATTACHMENT HARDWARE.
2. CONTRACTOR TO SUBMIT SAMPLES OF ALL STONE, CAST STONE, PAVER, AND GROUT PRODUCTS FOR REVIEW AND APPROVAL OF PRODUCT COLORS AND FINISHES BY OWNER AND/OR OWNER'S REPRESENTATIVE.
3. CONTRACTOR SHALL PROVIDE A MOCK UP IN THE FIELD TO CONFIRM THAT WALL DESIGN AND VENEER PATTERNING MEETS THE DESIGN INTENT. OWNER AND/OR OWNER'S REPRESENTATIVE SHALL SIGN OFF ON THE MOCK UP PRIOR TO CONSTRUCTION.
4. TRANSFORMERS AND JUNCTION BOXES SHALL BE PLACED BEHIND THE SIGN WALL, HIDDEN FROM VIEW.
5. ALL CONDUITS TO BE CONCEALED FROM VIEW.
6. UPLIGHT ANGLE TO BE ADJUSTED IN FIELD FOR CORRECT ILLUMINATION OF SIGN.



BRADLEY
SITE DESIGN, INC.

LANDSCAPE ARCHITECTURE

1010 Wisconsin Ave NW

Suite 208

Washington, D.C. 20007

P: 202.695.8056

www.bradleysitedesign.com

[illegible]

Owner	Architect	Contractor	Surety
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Greenbelt Gateway

Greenbelt, MD

North Arrow

Project #	Date 2016.06.03	Drawn By DS
Scale		Checked By SB

Sheet Title		
SOUTHWAY SIGN PLAN & DETAILS		

Sheet #

L.100

Jopal Construction Inc.

5621 Griffith Farm Road
Rockville, MD 20855

Proposal

Date	7/6/2022
Estimate #	1082
Cust. Email	
DC :License #:01317 MD :License #:16825 VA :License #:2705033492A	
Architect	Bradley Site

Greenbelt Gateway

Description		Qty	Rate	Total
City of Green belt to remove concrete sidewalk prior to start of work and to replace concrete sidewalk after completion of work.			0.00	0.00
Removal of existing wall including footer and plant material by City of Greenbelt		1	0.00	0.00
Build footer for new wall as per drawing 30" deep as per code. Footer to be 3'6" wide, 12" thick concrete with 4 #5 rebars continuous and #4 rebars at 18" OC. Footer to be placed on a 6" CR-6 base. Approx 7 yards of concrete. Build concrete wall as per drawings 22" wide with ledge for new stone work. #4 rebars continuous at 12" OC. Approx 10 yards of concrete		1	20800.00	20,800.00
Install carderock stone on wall double faced. Wall to be max 31" tall, 51' long. Install metal flashing at termination of stone between cap. Semi dry joints.		1	9,800.00	9,800.00
Install Pennsylvania bluestone cap 24" wide with lengths varying. Max length 4'. Install stainless steel pins 2 per piece grouted in place. Bluestone to be thermal edge. total length approx 50 ft		1	6,500.00	6,500.00
Jopal not responsible for supply and delivery of cast stone sign. Installation can be done by Jopal. Manufacture of stone to be Cast Stone Designs in Gaithersburg MD		1	1,900.00	1,900.00
Any necessary permits to be by others. Must have permit from city to temporarily block bus stop area			0.00	0.00
If a change in material price increases more than 10% between now and completion of project an extra charge will apply for this increase.			0.00	0.00
Payment	1/3 down payment 1/3 at midpoint Remaining balance at completion of work	Total		\$39,000.00

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Our workers are fully covered by Workmans Compensation Insurance. Our company is licensed and insured in DC, MD and VA. We meet and try to exceed industry standards for the work we offer our clients and warrenty our work for one year.

Customer X _____

Contractor X _____

Phone #	Fax #	E-mail	Web Site
301-330-4797	301-330-4797	jopalstone@aol.com	www.jopalstone.com

Introduced: Ms. Davis
1st Reading: July 11, 2022
Passed:
Posted:
Effective:

RESOLUTION NUMBER 2101

A RESOLUTION TO AUTHORIZE THE NEGOTIATED PURCHASE OF CONSTRUCTION SERVICES TO BUILD A GATEWAY SIGNAGE WALL AND INSTALL SIGNAGE FROM JOPAL CONSTRUCTION INC., AT A COST OF \$39,000.00 WITH AN AGREEMENT THAT IF A CHANGE IN MATERIAL PRICE INCREASES MORE THAN 10% BETWEEN THE TIME OF ESTIMATE AND COMPLETION OF PROJECT AN EXTRA CHARGE WILL APPLY FOR THIS INCREASE.

WHEREAS, the City seeks a qualified construction company to construct the Southway wall and set the cast stone sign; and

WHEREAS, the Southway gateway sign was previously identified by Council for redesign and a design was developed in 2016 and has since been further refined; and

WHEREAS, the City has received a matching grant from the Maryland Department of Housing and Community Development in the amount of \$50,000 to fund the installation of gateway signage; and

WHEREAS, the City solicited requests for proposals for the subject work from three (3) construction companies, all of which provided responses; and

WHEREAS, of the three (3) companies considered, Jopal Construction fully meets the project purpose at the lowest cost; and

WHEREAS, Jopal Construction has assisted in revising the construction drawings to more accurately reflect existing conditions; and

WHEREAS, Jopal Construction is a family-owned business that was established in 1982, and pays employees a living wage; and

WHEREAS, a review of the Jopal Construction's experience and qualifications supports that they are qualified to construct the stone wall, NOW, THEREFORE,

BE IT RESOLVED by the Council of the City of Greenbelt, Maryland, that the City Manager is authorized to contract with Jopal Construction for the fabrication of the cast stone elements of the Southway sign at a cost of \$39,000.00 with an agreement that if a change in material price increases more than 10% between the time of estimate and completion of project an extra charge will apply for this increase.

BE IT FURTHER RESOLVED that this resolution shall be effective immediately upon its passage.

PASSED by the Council of the City of Greenbelt, Maryland, at its regular meeting of _____, 2022.

Emmett Jordan, Mayor

ATTEST:

Bonita Anderson, City Clerk

Memorandum

TO: Mr. Tim George, Interim City Manager
DATE: July 7, 2022
FROM: Holly Simmons, Community Planner
VIA: Terri Hruby, Director of Planning & Community Development
RE: Community Gateway Signage Project

I. Background

The gateway sign project proposes to install three types of signage at gateways to the City. Sign types include one monument sign constructed of stone and cast stone to be placed on Southway; three pole-mounted signs constructed of aluminum with vinyl lettering; and seven column signs constructed of stone and cast stone. Designs and locations were discussed at Council work sessions on August 5, 2015, and February 22, 2016.

On May 22, 2017, the City Council approved conceptual plans and locations for Phase 1 of a gateway signage project. Phase 1 of the project, which proposes a cast stone monument sign to be located on Southway and up to three pole signs, is being funded in part through a Maryland Department of Housing and Community Development grant (\$50,000) obtained in FY2017. The grant agreement stipulates that the City will contribute \$30,000.00 cash to the project. Thus far, the City has spent \$15,000.00 for design work to meet this contribution requirement.

II. Phase 1 Overview

Phase 1 proposes the installation of a cast stone monument sign atop a rebuilt retaining wall at Southway sign, along with the installation of three aluminum pole-mounted signs. The Southway sign and one of the pole signs are located along city rights-of-way (Southway and Research Road), while two of the pole signs are proposed to be located on state highways. Additional signage has been proposed for both city and state rights-of-way during a later Phase 2.

III. 2019 Request for Proposals

In Summer 2019, Staff issued a request for proposals (RFP) which was advertised on the Greenbelt website, in the Greenbelt News Review, in the Washington Post, and on Maryland Bids website. The RFP requested services for the full scope of the project, including demolition of the existing Southway wall and construction of the new wall, sign fabrication and installation for both pole signs and cast stone sign, and landscaping. As a result, two contractors expressed interest and responded to the RFP; however, both were determined to be unqualified to complete the full scope of the project of services required.

After assessing the limited and insufficient response to the RFP, it was decided it would be advisable to directly solicit the services of fabricators and construction companies specializing in the two different types of signs proposed for Phase 1, and to coordinate with the Public Works Department for the demolition of the existing Southway wall and landscaping.

IV. Southway sign

The Southway sign location is composed of two main components: the stone wall and the cast stone sign which will sit atop the wall. Southway designs can be found in Council's materials. Additional components include demolition of the existing wall, pouring of a new sidewalk, and landscaping. Costs for this part of the project are expected to total \$59,006.20. Staff anticipates the project starting in fall 2022 and lasting approximately four to five weeks. The City will consult the City's engineering firm, Charles P. Johnson & Associates on construction management and/or inspections.

a. Stone wall

In fall of 2019, cost estimates for construction of the Southway wall and installation of the cast stone sign were solicited. Three cost proposals, ranging from \$34,690.00 to \$65,150.00, were received. However, the project experienced delays due to a number of factors. As staff moved the project toward the construction phase in 2021, it was identified that significant revisions to the construction drawings were required to ensure that an accurate cost estimate could be provided and that the plans could be implemented in the field. Staff worked with the designers to revise and update plans to respond to concerns raised by staff and contractors. Two of the original three contractors submitted final and best offers ranging in cost from \$39,000.00 (with an agreement that if a change in material price increases more than 10% between the time of estimate in July 2022 and completion of project, an extra charge will apply for this increase) to \$55,088.00.

Staff has identified Jopal Construction, Inc., as Best Value for the City of Greenbelt. Jopal Construction's proposal was most responsive as well as low bidder. Jopal Construction's references checked out without issue. The company is a family-owned business that was established in 1982, and pays a living wage.

Recommendation

Staff recommends the City contract with Jopal Construction, Inc., at a cost of \$39,000.00 with an agreement that if a change in material price increases more than 10% between the time of estimate (July 2022) and completion of project an extra charge will apply for this increase for construction of the Southway wall and installation of the cast stone monument sign.

b. Cast stone sign fabrication

In summer 2021, estimates were solicited separately for the cast stone monument sign which will sit atop the wall. Six estimates were received, ranging from \$4,900 to \$10,600. Staff identified Cast Stone Designs, Inc., as Best Value for the City of Greenbelt. At \$6,195.00, they were second-lowest bidder and are a local business that is certified minority-owned. Cast Stone Designs, Inc.'s, references checked out without issue. They will also assist with installation. Cast Stone Designs, Inc., provided an updated price estimate in July 2022. Fabrication will cost \$8,448.20 and delivery and assistance with installation will cost \$565.00, for a total of \$9,013.20.

c. Additional components

The Public Works Department will demolish the existing wall and sidewalk, install landscaping, and pour new concrete sidewalk. The costs associated with this work are: \$1,493.00 (landscaping) and an estimated \$4,500.00 (sidewalk).

d. Total cost

All construction components of the Southway sign are estimated to cost a total of \$59,006.20 (see table below).

Component	Cost
Wall construction and sign installation	\$39,000.00
Cast stone fabrication	\$9,013.20
Landscaping	\$1,493.00
Sidewalk	Approximately \$4,500.00 (\$6.00/sf of concrete; \$27/lf of curb; \$250 for one ADA pad)
Construction management	Estimated \$5,000.00
Total	\$59,006.20

V. Pole signs

As referenced earlier in this memo, three pole signs were initially proposed for Phase 1: two along state highways and one on Research Road at the entrance to the City from Beltsville Agricultural Research Center. Four additional gateway signs of a different style (stone/cast stone column signs) have been proposed along state highways as part of a later Phase 2. All gateway signs proposed along state highways are required to be permitted through the State Highway Administration's Jurisdictional Gateway Sign program. Through the permitting process, it was identified that the designs for the Phase 1 pole signs do not conform to SHA standards for community gateway signage. Significant resizing of the proposed signs would be required, and it is unclear if the resized signs will fit in the proposed locations. Further, SHA will permit jurisdictional gateway signs on only two major highway approaches to the town. This is four fewer than the City's program contemplates at completion of Phases 1 and 2.

Recommendation

The City is receiving funding through M-NCPPC's Planning Assistance to Municipalities and Communities (PAMC) program to develop a citywide wayfinding plan in FY23. Locations and designs for citywide wayfinding signage will be developed through this project. Given the issues outlined above, combined with the near-term development of a comprehensive wayfinding program through the PAMC program, City Staff recommends postponing implementation of the pole sign component of the project until the wayfinding plan has been completed.

City Council Agenda Item Report

Meeting Date: September 12, 2022

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS (60 mins - 9:00 - 10:00 pm)

Subject:

Proposed Changes to the Stakeholders List

Suggested Action:

Reference: Proposed Changes to the Stakeholders List

At the August 10th Work Session, Council discussed proposed changes to the Stakeholders Meeting List.

Attachments:

[Proposed Changes to the Stakeholders List.pdf](#)

Proposed Changes to the Stakeholders List

If these changes are accepted, it will cut our stakeholder work sessions in half, while focusing Council's attention on those groups that are relatively more important to Greenbelt's current and future needs. It will also give Council more time to hold work sessions on other, equally important, emerging issues and policies.

Annual:

These are groups, organizations, and agencies that have a major share of our constituents, have a major impact on Greenbelt or need to be interacted with on a very regular basis.

Advisory Group Chairs

Franklin Park at Greenbelt Station

Greenbelt Center HOAs

Greenbelt East HOAs and COAs/GEAC

Greenbelt Homes Inc.

Greenbelt Station HOA/Verde Apts.

School Board Member

State Highway Administration

Biennial:

These are groups, organizations and agencies that need to be interacted with fairly often.

Beltsville Agricultural Research Center

Beltway Plaza

Goddard Space Flight Center

Greenbelt Business Alliance

Greenbelt Park NPS

Greenway Shopping Center
Religious/Spiritual Organizations
Roosevelt Center Merchants

Twice a Year:

County Council Person and At Large Members

Meetings As Needed:

These are groups, organizations and agencies that only occasionally need to be met with as a concern or problem arises. If there are no concerns, Council would not schedule a work session with them.

Apartment Complexes
Comcast/Verizon
Greenbelt Office Parks
Greenbelt Watershed Groups
Hotels
Pepco/WSSC
Prince George's Economic Development Corp.
Prince George's Planning Board
Roosevelt Center Owner
University of Maryland
WMATA/PGDPW&T

Newly Elected/Appointed Officials:

These officials, such as the County Executive or School Board CEO, would be invited to meet with Council soon after they are newly elected or appointed to establish contact and expectations. Appearing during the Presentation portion of a Council Meeting might be preferable.

City Council Agenda Item Report

Meeting Date: September 12, 2022

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS (60 mins - 9:00 - 10:00 pm)

Subject:

Reparation Commission Next Steps

Suggested Action:

Mayor Jordan requested this item be added to the agenda.

Attachments:

City Council Agenda Item Report

Meeting Date: September 12, 2022

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS (60 mins - 9:00 - 10:00 pm)

Subject:

Vendor Submission for the City Manager Opening

Suggested Action:

Selection of the Executive search firm for the City Manager.

Attachments:

City Council Agenda Item Report

Meeting Date: September 12, 2022

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS (60 mins - 9:00 - 10:00 pm)

Subject:

* Appointment to Advisory Board

Suggested Action:

Reference: Application and Signed Code of Conduct

On September 7, 2022, Council interviewed Ms. Judy Parker, for appointment to the Arts Advisory Board (AAB).

Approval of this item on the consent agenda will indicate Council's intent to appoint Ms. Parker to the Arts Advisory Board.

Attachments:

City Council Agenda Item Report

Meeting Date: September 12, 2022

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Planning

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS (60 mins - 9:00 - 10:00 pm)

Subject:

* City of Greenbelt Letter to MPOT 2035 Trail and Bikeway Recommendation for MD-193 (Greenbelt Road)

Suggested Action:

Staff is requesting that the attached letter be placed on Council's consent agenda for tonight. The letter is in response to an email sent to the Mayor and staff from Jeff Lemieux asking for support for the idea of a multi-use trail or side path from ERHS to NASA/GSFC and beyond to the WB&A Trail. The statements in the letter are consistent with Council's position for improved bicycle facilities along MD-193.

Attachments:

[City of Greenbelt Letter to MPOT PM re Greenbelt Road facility_DRAFT.pdf](#)

CITY OF GREENBELT, MARYLAND

25 CRESCENT ROAD, GREENBELT, MD 20770



September 12, 2022

Sent via email to crystal.hancock@ppd.mncppc.org

Ms. Crystal Hancock
Transportation Planning Section
Maryland-National Capital Park and Planning Commission
14741 Governor Oden Bowie Drive
Upper Marlboro, Maryland 20772

CITY COUNCIL
Emmett V. Jordan, Mayor
Kristen L.K. Weaver, Mayor Pro Tem
Colin A. Byrd
Judith F. Davis
B. Ric Gordon
Silke I. Pope
Rodney M. Roberts

MPOT2035 Trail and Bikeway Recommendation for MD-193 (Greenbelt Road)

Dear Ms. Hancock:

We are writing regarding the ongoing update to the County's Master Plan of Transportation (MPOT). Understanding that this update will reassess the policies and recommendations of the 2009 MPOT and evaluate existing and proposed pedestrian and bicycle facilities, we wanted to take this opportunity to request that the MPOT recommend shared-use side paths along MD-193 (Greenbelt Road) within the City of Greenbelt.

As you are aware, the City has recently been engaged in a planning study for a nearly two-mile portion of MD-193 from Baltimore Avenue to Kenilworth Avenue through the Greenbelt Road Corridor Plan process. This plan recommends protected pedestrian and bicycle facilities along the full extent of the corridor, with preference for shared-use paths. At the same time, residents have raised desires for a shared-use path along MD-193 east of this corridor to NASA Goddard Space Flight Center and beyond to the WB&A trail. Although some of this area lies outside of the City limits, the City recognizes that the full extent of this potential improvement would help to provide a safe, multimodal connection between the Anacostia River Trail System and the WB&A trail, in addition to connecting neighborhoods, parks, employers, transit stops, and other attractions along the route. This updated recommendation would also be generally consistent with the 2009 MPOT, which recommends a "wide sidewalk or shared-use side path and designated bike lanes" (page 26) for this stretch of road.

Thank you for your consideration of this request and the work that you are doing to update the County's Master Plan of Transportation. The City also looks forward to the opportunity to review and comment on the full draft when it is released. If you have any questions, please contact Holly Simmons, Community Planner, at hsimmons@greenbeltnmd.gov or 240-542-2040.

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PHONE: (301) 474-8000 www.greenbeltnmd.gov

Sincerely,

Emmett V. Jordan, Mayor

Kristen L.K. Weaver, Mayor Pro-Tem

Colin A. Byrd, Council Member

Judith F. Davis, Council Member

Ric Gordon, Council Member

Silke I. Pope, Council Member

Rodney M. Roberts, Council Member

Cc: Greenbelt City Council
Tim George, Interim City Manager
Terri Hruby, Director of Planning & Community Development
Will Capers, M-NCPPC
Margueritte A. Smith Clark, MDOT SHA
Peter Campanides, MDOT SHA

City Council Agenda Item Report

Meeting Date: September 12, 2022

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Planning

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS (60 mins - 9:00 - 10:00 pm)

Subject:

* Zoning Bill Letter

Suggested Action:

Staff initial thoughts on the Bills as they directly impact Greenbelt are as follow:

CB-69-2022 – Little to no impact on Greenbelt. Greenbelt only has two M-X-T zone properties (CB-69-2022) and the one is recently developed (Greenbelt Station South Core) and the other is Greenbelt Station North Core which is subject to mandatory referral.

CB-77-2022 – Address transition and grandfathering provisions. This Bill is concerning for the reasons stated by County Council Member Glaros. Apparently this Bill was favorably voted out of PHED, but staff references it in the letter so that County Council members can consider the City's request prior to second reading.

CB-78-2022 – This Bill has no impact on the City since the City has no split zoned properties.

CB-91-2022 – This Bill would require a supermajority vote for zoning text amendments which staff believes is not inconsistent with previous positions take by the City on this issue.

CB-92-2022 – This Bill would eliminate the ability for a council member to ask for a development case to be reviewed by the District Council. There are certainly pros and cons to this Bill and staff would like more time to discuss with colleagues in neighboring jurisdictions who have more recent experience with major development projects. Some Council's may recall when Greenbelt Station was called up by a Council Member, a number of conditions that that City had concerns with were adopted as a result of this process.

These Bills are being considered by the PHED this week. If the letter is approved this evening staff will submit the letter as written testimony for the upcoming PHED meetings.

Attachments:

[Zoning Bill Letter.pdf](#)

September 12, 2022

Mr. Mel Franklin, Chair
Planning, Housing and Economic Development Committee
14741 Governor Oden Bowie Dr.
Upper Marlboro, MD 20772

RE: CB-69-2022, CB-77-2022, CB-78-2022, CB-91-2022 & CB-92-2022

Dear Chairman Franklin:

The City of Greenbelt just learned about a number of zoning bills scheduled to be considered by the Planning, Housing and Economic Development Committee this week. The City is concerned that these bills (CB-69, CB-77, CB-78, CB-91 and CB-92) may undermine the integrity of the recently enacted zoning ordinance and deserve greater vetting. As you are aware the City, as well as many others, played an active role in the development of the new zoning Ordinance and any revisions should occur only after careful consideration and discussion. To adopt changes to the grandfather and transition provisions and other significant provisions so early in the implementation phase of the new zoning ordinance, and with little to no public engagement, is an insult to so many of us who worked hard over the last eight years to develop sound land use policies that improve the quality of our communities and support appropriate economic development.

The City urges the Planning, Housing and Economic Development Committee unfavorably recommend the above referenced bills and other zoning bills currently under consideration that would amend the provisions of the new zoning ordinance. While the City recognizes that there may be a need to develop legislation to address issues that arise as we transition to the new ordinance, it should be done slowly and as part of a transparent process that provides ample opportunity for County, municipal and public discussion/engagement.

Sincerely,

Emmett V. Jordan
Mayor

cc. The Honorable Calvin S. Hawkins
The Honorable Todd M. Turner
The Honorable Dannielle M. Glaros
City Council
Tim George, Interim City Manager
Terri Hruby, Director of Planning & Community Development

City Council Agenda Item Report

Meeting Date: September 12, 2022

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: MEETINGS

Agenda Section: MEETINGS (10 mins - 10:00 - 10:10 pm)

Subject:

Meetings

Suggested Action:

The following suggested changes to Council's meeting schedule:

- Reschedule Monday, September 26 Regular Meeting to Tuesday, September 27 (Rosh Hashanah, begins at sunset Sunday, September 25 and ends the sunset Tuesday, September 27)
- Reschedule Monday, October 10 Regular Meeting to Tuesday, October 11 (MML Fall Conference Sunday, October 9 - Tuesday, October 11)

Attachments:

[meetings.pdf](#)

CITY OF GREENBELT, MARYLAND
25 Crescent Road, Greenbelt, MD 20770-1891



9/7/2022 4:07 PM

**City Council Meetings & Work Sessions
September**

Regular Meeting	Mon.	09/12	7:30 pm
Work Session – American Rescue Plan Act (ARPA) Fund Recommended Spending Plan (tentative)	Wed.	09/14	7:30 pm
PGCMA Meeting – Greenbelt Host City	Thurs.	09/15	7:30 pm
Advisory Board Interview	Mon.	09/19	7:10 pm
Work Session – Ethics Commission	Mon.	09/19	7:30 pm
Work Session – TBD	Wed.	09/21	7:30 pm
Regular Meeting	Mon.	09/26	7:30 pm
Work Session – TBD	Wed.	09/28	7:30 pm

This schedule is subject to change. For confirmation, call 301-474-8000. Regular and Special meetings and Work Sessions are open to the public. If special accommodations are required for any disabled person, please call 301-474-8000 or 301-474-3870 no later than 10 a.m. on the meeting day. Deaf individuals are advised to use Video Relay Services (VRS) at 711 or e-mail banderson@greenbeltmd.gov to reach the City Clerk. Unless otherwise noted, meetings will be held in the Council Chambers in the Municipal Building (MB) at 25 Crescent Road and virtually by Zoom. Zoom meeting information for public participation is posted on the City's website at www.greenbeltmd.gov on the meeting calendar.

Bonita Anderson, City Clerk

(301) 474-8000

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fax (301) 441-8248
www.greenbeltmd.gov

MD RELAY 711

CITY OF GREENBELT, MARYLAND

25 Crescent Road, Greenbelt, MD 20770-1891



9/7/2022 4:07 PM

Ready to be scheduled:

Closed Session (*Cable Ordinance*)
MARC Train Service/ MDOT
Arts & Entertainment District
Potential Bond Referendum/Capital Financing
Parke Crescent Apartment Complex
Cemetery Plans
City Contracting Policy
BARC
Hotels
Board of Elections reports:

- Procedure for filling Council vacancies
- Proposal for voting by resident non-citizens (*waiting for CRAB Report*)
- Early Voting
- Discussion with Ethic Commission (Financial Disclosure Reports) (*Reschedule*)

Economic Development Advisory Committee
Police Reform
ERB Reports: (#2020-01 Procedures for Employee Appeals and Grievances)
Virtual Meetings Accessibility for Blind and Visually Impaired
Mosquito Control Discussion
Walk-way Light Fixture

For later scheduling:

Zoning Enforcement
Parkway Apartment Owners/GHI (*parking*)
Northway Fields Master Plan
City Manager Updates (Jan, Pre-budget; July & Sept/Oct)
Meeting with County on Transportation Plan
Department of Permitting, Inspections & Enforcement (DPIE)
Museum Plan
Term Limits legislation (*referral submitted to CRAB*)
Majority Leader Hoyer
Bernard Penney (*Memorial Donation in honor of Leonie Penney*)

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fax (301) 441-8248
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MD RELAY 711

Annual														
Advisory Group Chairs	3/16	2/17	7/18	7/19	6/20	6/21	7/22							
Franklin Park at Greenbelt Station Mgmt.	8/16	11/17	12/18	12/19	12/20	12/21								
Greenbelt East Advisory Coalition	3/16	7/17	3/19	6/20	4/22									
Greenbelt Homes, Inc.	6/16	7/17	7/18	7/19	10/20	7/21	12/21	8/22						
Greenbelt Station	8/19	12/19	8/20	8/21	8/22									
County Executive/ County Council	12/13	9/16	1/19	8/20	11/20									
Biennial														
Roosevelt Center Merchants	11/16	1/18	1/20	1/22										
Beltsville Ag. Research Center/ NPS Greenbelt Park	03/14	7/16	8/18											
	7/15	1/18	1/20	1/22										
Beltway Plaza	9/14	3/17	9/20	9/22										
Greenbelt Community Garden Club	3/21	9/21												
Greenway Center	7/14	12/16	2/19	12/20										
Civic Associations	8/14	2/18	8/20											
NASA/GSFC	3/15	3/17	9/19	12/20	3/22									
PG Co. Economic Development Corp.	8/14	4/17	7/19	11/21										
School Board	2/16	5/17	10/18	3/19	9/20	9/21								
State Highway Administration	6/15	10/17	11/20											
Every Three Years														
Apartments	2/18	4/21												
Religious/Spiritual Organizations	3/13	6/15	6/19	6/22										
Greenbelt Watershed Groups	8/14	10/16	10/19											
Hotels														
University of Maryland	3/13	4/15												
Every Three Years or Major Issue														
Comcast	9/13	11/17	3/21											
Verizon	2/20													
PEPCO	9/14	1/17	2/22											
WSSC	12/12	9/16	2/22											
WGL	12/17													
Capital Office Park	12/12	1/16	9/19											
Other Business Parks:														
Maryland Trade Center														
Golden Triangle														
Hanover Parkway														
Belle Point														
Edmonston Road														

WMATA/PGDPW&T (Semi-Annual)	11/16	9/17	11/18	1/20	3/22	5/22								
Other/As Needed														
M-NCPPC/Planning Board (Major Issue)	6/06	7/14	10/19											
Business Coffee (Every Four Months)	2/21	6/21	10/21											
State's Attorney (4 years)	2/11	4/15	9/19											
Roosevelt Center Owner	9/15	8/20												

(Rev. September 7, 2022)