

MAYOR & COUNCIL AGENDA COVER SHEET

MEETING DATE:

June 2, 2008

CALL TO PODIUM:

Jim McGuire
Parks, Recreation and Culture

RESPONSIBLE STAFF:

Jim McGuire
Recreation Program Director

AGENDA ITEM:

(please check one)

<input type="checkbox"/>	Presentation
<input type="checkbox"/>	Proclamation/Certificate
<input type="checkbox"/>	Appointment
<input type="checkbox"/>	Public Hearing
<input type="checkbox"/>	Historic District
<input type="checkbox"/>	Consent Item
<input type="checkbox"/>	Ordinance
<input checked="" type="checkbox"/>	Resolution
<input type="checkbox"/>	Policy Discussion
<input type="checkbox"/>	Work Session Discussion Item
<input type="checkbox"/>	Other:

PUBLIC HEARING HISTORY:

(Please complete this section if agenda item is a public hearing)

Introduced	
Advertised	
Hearing Date	
Record Held Open	
Policy Discussion	

TITLE:

Resolution of the Mayor and the City Council Authorizing the City Manager to Enter Into an Agreement for Counseling, Case Management and Mental Health Services for the Gaithersburg Upcounty Senior Center (\$49,920)

SUPPORTING BACKGROUND:

A Request for Proposal was assembled and advertised on March 12, 2008 in the Gazette Newspapers and the City Web Site for Counseling, Case Management and Mental Health Services For The Gaithersburg Upcounty Senior Center. Two sealed responses were received and opened on Wednesday April 25, 2008.

A review panel comprised of City Staff from the Gaithersburg Upcounty Senior Center evaluated the two proposals. City Staff recommends the Child Center and Adult Services Inc. be awarded the Counseling, Case Management and Mental Health Services for the Gaithersburg Upcounty Senior Center

Funding would be expended from the FY'09 Operating Budget.

DESIRED OUTCOME:

Vote on Resolution

Resolution Request Form

REQUEST FORM FOR RESOLUTIONS PERTAINING
TO EXPENDITURES FROM THE CITY BUDGET
(CONTRACTS/PURCHASES, TRANSFER FUNDS)

(Please attach the Mayor and Council Agenda Cover Sheet to this Form. For contracts/purchases, the Cover Sheet MUST include a list of all bidders and bid amounts.)

Requested by: Jim McGuire Date of City Council Meeting: JUNE 2, 2008

AUTHORIZING

Purchase Award Contract Transfer Funds Negotiate/
Execute a Contract

BID INFORMATION:

Advertisement Date MARCH 12, 2008

Newspaper(s) GAZETTE NEWSPAPERS & CITY WEB SITE

Bids Opened/Tabulated (date) APRIL 25, 2008

DESCRIPTION OF ITEM(S):

(Be specific; include quantity, item name, model number, etc.)

**PROVIDE COUNSELING, CASE MANAGEMENT and MENTAL HEALTH SERVICES
TO THE GAITHERSBURG UPCOUNTY SENIOR CENTER for FY'09**

CONTRACTED/PURCHASE FROM:

Company Name: CHILD CENTER AND ADULT SERVICES, INC.

Street Address 16220 SOUTH FREDERICK AVE. SUITE 520

P. O. Box Number

City/State/Zip GAITHERSBURG, MARYLAND 20877

CONTRACT/PURCHASE AMOUNT: \$49,920.00

Check One: In the Amount of Not to Exceed

FUNDS TO BE EXPENDED FROM: Operating Budget Capital Improvements Budget

Account Number: SENIOR CENTER ACCOUNT #1425-536000

(For Finance Department use only; not to be included in the Resolution)

VERIFICATION OF AVAILABILITY OF FUNDS Available Not available

Finance Dept.

Date

RESOLUTION NO. _____

RESOLUTION OF THE MAYOR AND THE CITY COUNCIL AUTHORIZING
THE CITY MANAGER TO AWARD A CONTRACT FOR COUNSELING,
CASE MANAGEMENT AND MENTAL HEALTH SERVICES FOR
THE GAITHERSBURG UPCOUNTY SENIOR CENTER

WHEREAS, the City desires to make Counseling, Case Management and Mental Health Services available at the Gaithersburg Upcounty Senior Center; and

WHEREAS, a Request for Proposal for Counseling, Case Management and Mental health Services was advertised in the March 12, 2008 issue of the *Gazette Newspaper* and posted on the City's website; and

WHEREAS sealed proposals were opened on April 25, 2008 with a determination to award a contract to the agency meeting City specifications; and

WHEREAS, the Mayor and City Council have determined to award a contract to the proposal meeting the City specifications:

NOW, THEREFORE BE IT RESOLVED by the Mayor and City Council of the City of Gaithersburg, that the City Manager be and he hereby is authorized to award a contract to Child Care and Adult Services Inc., 16220 South Frederick Avenue, Suite 502 Gaithersburg, Maryland 20877, in the amount not to exceed Forty-Nine Thousand Nine Hundred Twenty Dollars (\$49,920); said funds to be expended from the FY'09 Operating Budget.

ADOPTED by the City Council this 2nd day of June, 2008

SIDNEY A. KATZ, MAYOR and
President of the City Council

THIS IS TO CERTIFY that the foregoing
Resolution was adopted by the City Council
in public meeting assembled the 2nd day of
June, 2008

James A. Arnoult, Acting City Manager