



**TO:** Board of Estimates, Office of Comptroller  
**FROM:** AGC2300-BBMR - Bureau of Budget Management Research  
**DATE:** 02/06/2026  
**Submission #:** SB-26-10117  
**SUBJECT:** Memorandum of Understanding - Administrative Office of the Courts on behalf of the Circuit Court for Baltimore City

### ACTION REQUESTED OF BOARD OF ESTIMATES:

The Board is requested to approve a memorandum of understanding with the administrative office of the Courts of Maryland.

**PERIOD OF CONTRACT/AGREEMENT:** 04/05/2025 to 06/30/2026

### AMOUNT AND SOURCE OF FUNDS:

Transaction Amount: \$ 784,251.03

Project Fund	Amount
5000-GRT002943-CCA000032	\$ 784,251.03

### BACKGROUND/EXPLANATION:

This submission is looking to add the supplemental appropriation for the Circuit Court for Baltimore City from the Administrative Office of the Courts (AOC) for fiscal year 2026. The Memorandum of Understanding (MOU) between the Administrative Office of the Courts (AOC) on behalf of the Circuit Court for Baltimore City, and the Mayor and City Council of Baltimore was approved by the BOE on March 19<sup>th</sup>, 2025. The total appropriated is \$784,251.03.

The AOC frequently provides state funding to further strengthen courthouse security statewide to protect staff and the public, including visitors to the facilities. This grant supports:

·\$760,000.00: Installation of aluminum storefront framing and Level 3 bullet-resistant glazing at doors and service windows in multiple locations within the Mitchell and Cummings Courthouses.

·\$24,251.03: Installation of an audiovisual intercom system to enable communication through bullet-resistant materials.

SMBA&D Participation not required / This is a grant award or subrecipient agreement.

**COUNCIL DISTRICT:** Citywide

EMPLOY  
BALTIMORE:

LIVING WAGE:

LOCAL HIRING:

PREVAILING  
WAGE:

N/A

N/A

N/A

N/A

1% FOR PUBLIC ART:

N/A.

**ENDORSEMENTS:**

Finance (BBMR) has reviewed and approved for funds.

Law has reviewed and approved for form and legal sufficiency



Clerk, Board of Estimates

02-04-2026

**MEMORANDUM OF UNDERSTANDING  
FOR SECURITY GOODS AND SERVICES OVER \$500,000  
BY AND BETWEEN THE  
ADMINISTRATIVE OFFICE OF THE COURTS  
ON BEHALF OF THE CIRCUIT COURT FOR BALTIMORE CITY, AND  
THE MAYOR AND CITY COUNCIL OF BALTIMORE**

**E25-0086-25K**

02-04-2026

This Memorandum of Understanding (MOU) is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the Administrative Office of the Courts (AOC) on behalf of the Circuit Court for Baltimore City, and the Mayor and City Council of Baltimore, acting by and through its Department of General Services, hereby known as the “Parties.”

WHEREAS, the AOC recognizes the Mayor and City Council of Baltimore possesses the capability to acquire goods and/or services as specified below; and,

WHEREAS, the AOC desires to obtain said goods and/or services as specified herein; and,

WHEREAS, the Mayor and City Council of Baltimore has agreed to perform for the AOC in accordance with this MOU.

NOW, THEREFORE, in consideration of the above premises and of the mutual promises and other good and valuable considerations set forth below, the AOC and the Mayor and City Council of Baltimore enter into this MOU and agree as follows:

**ARTICLE I – SCOPE OF WORK**

The Mayor and City Council of Baltimore shall acquire through the city procurement process, security-related goods and/or services, as described in and in strict accordance with Exhibit A, incorporated as part of this document.

**ARTICLE II – COMPENSATION AND METHOD OF PAYMENT**

In consideration of the satisfactory performance and acceptance by the AOC, the AOC shall pay the Mayor and City Council of Baltimore in accordance with the terms of this MOU and at the rate specified in the Exhibit A. Except by MOU modification, total payments may not exceed \$784,251.03 (the “NTE Amount”).

All invoices shall be submitted within thirty (30) calendar days after the completion and acceptance of each deliverable by the AOC, and shall include the following information:

- a. name and address of AOC contact: Sean Wolcuff, Office of Security Administration, 187 Harry S. Truman Parkway, Annapolis, MD 21401,
- b. name, remittance address, and federal taxpayer identification number of the Mayor and City Council of Baltimore,
- c. invoice period,
- d. invoice date,
- e. invoice number,

- f. amount due,
- g. deliverable ID number for the deliverable being invoiced, if applicable, and
- h. Purchase Order number.

Hardware, software, and products purchased as a result of the agreement will become the property of the jurisdiction performing the purchase. All maintenance will become the responsibility of the jurisdiction.

All hardware, manufacturer makes, models, and serial numbers should be included on invoices related to those goods. Additional information may be required in the future. Invoices submitted without the required information will not be processed for payment.

Payments to the Mayor and City Council of Baltimore shall be made as soon as possible after inspection and acceptance by the AOC and after receipt of a proper invoice. Charges for late payment of invoices are prohibited.

### **ARTICLE III – TERM**

The term of this MOU shall begin upon award and terminate on June 30, 2026 with up to two (2) extension option(s) of one (1) year at the sole discretion of the AOC. No work may begin under this MOU until the Board of Estimates has approved it and the AOC has instructed the Mayor and City Council of Baltimore by Purchase Order to proceed. If there are any inconsistencies between the terms of the Purchase Order and the terms of this MOU, the terms of this MOU shall prevail.

### **ARTICLE IV – MODIFICATIONS**

Any modifications to this MOU must be in writing and signed by authorized representatives of both parties.

### **ARTICLE V – GENERAL CONDITIONS**

General Conditions are not attached hereto and incorporated herein.

Security Funding Acknowledgement Form is attached for signature as Exhibit B.

**Relationship between Parties.** Nothing in this MOU shall be construed to create an employment relationship between the AOC and any employee or contractor of the Mayor and City Council of Baltimore, including any staff or contractor that is assigned to perform any work in the Circuit Court for Baltimore City. The Mayor and City Council of Baltimore will have sole responsibility for all its staffing determinations, including, but not limited to, hiring, training, termination, and scheduling.

**Liability.** The AOC assumes no liability or responsibility with respect to the conduct and operation of the Mayor and City Council of Baltimore related to business being conducted, nor for any loss or damage, caused by any employee, officer, contractor, or third party associated with the Mayor and City Council of Baltimore. The AOC shall not be responsible for any damage(s) caused by the Mayor and City Council of Baltimore employees, agents, or officials to personal property, documents, records, monies, or goods of the Mayor and City Council of Baltimore or to anyone in or about the Mayor and City Council of Baltimore's premises for the duration of the period of the MOU between the Mayor and City Council of Baltimore and the AOC.

**Non-Disclosure.** The Mayor and City Council of Baltimore shall not without the AOC's prior written consent, copy, disclose, publish, release, transfer, disseminate, use, or allow access for any purpose or in any form, any information which may be held or maintained by the Judicial Branch as Confidential Information except for the sole and exclusive purpose of performing under this MOU, and except for disclosures to such Judiciary employees whose knowledge of the information is necessary to the performance of the MOU. The Mayor and City Council of Baltimore may also be required to complete and submit a Non-Disclosure Agreement. Failure to comply with these conditions may result in the termination of this agreement.

## **ARTICLE VI – REPRESENTATIVES**

The following individuals are designated as representatives for their respective Parties:

For the AOC: Department of Procurement, Contract & Grant Administration  
Name and Title: Whitney S. Williams, Director  
Phone: 410-260-1581                      Email: whitney.williams@mdcourts.gov

For the Mayor and City Council of Baltimore:  
Name and Title: Berke Attila, Director of Department of General Services  
Phone: 410-396-3100                      Email: berke.attila@baltimorecity.gov

## **ARTICLE VII – KEY PERSONNEL, if applicable**

The Mayor and City Council of Baltimore agrees that the following named individual(s) is considered to be essential to the work being performed hereunder, and is designated as Key Personnel who shall be made available to the full extent required to carry out the work under this MOU:

Name/Title: Lionel Moore, Court Administrator

Personnel of at least equivalent capability shall be assigned to the project if this individual becomes unavailable during the term of this MOU. Any such substitutions shall require prior written approval by the AOC, which approval may be denied at its sole discretion. The AOC may terminate this MOU; or, at its option, negotiate with the Mayor and City Council of Baltimore for an equitable adjustment under the MOU relative to the loss of such Key Personnel if the Mayor and City Council of Baltimore is unable to provide substitutes acceptable to the AOC.

## **ARTICLE VIII – ENTIRE AGREEMENT**

This MOU embodies the whole agreement of the Parties. There are no promises, terms, conditions, or obligations regarding the Parties' agreement, other than those contained herein, or incorporated herein by reference.

THE REMAINDER OF THIS PAGE IS LEFT INTENTIONALLY BLANK





## Courthouse Security Items Request FY2025

MOU Partner: Mayor and the City Council of Baltimore City

Court: Circuit Court for Baltimore City

Court Address: 111 North Calvert St., Baltimore, MD 21202

Project Completion Date: **June 30, 2026**, with an option to extend.

**Please complete the following:**

- **Choose Tier**
- **Complete the Subtotal in the Sub-Category**
- **Complete the Total**

Tier I		Subtotal	Funded (AOC ONLY)
	<b>X-ray Machine</b>		
	<b>Magnetometer</b>		
	<b>Access Control System</b>	\$509,706.18	
	<b>Duress Alarms</b>	\$32,566	
	<b>Camera System</b>	\$509,706.18	
	<b>Audio Visual Intercom</b>	\$24,251.03	\$24,251.03
Tier II			
	<b>Building Alarms</b>		
	<b>Bullet Resistant Barriers</b>	\$760,000	\$760,000.00
	<b>Fenced/Restricted Judges Parking</b>		
	<b>Security Blast Film</b>		
Tier III			
	<b>Emergency Intercom</b>		
		Total: \$1,836,229.40	Total Funded:
			\$784,251.03

*Numbers and any quotes provided are estimates, based upon initial market research. Actual expenditures may differ based upon the results of a formal procurement process.*

- Provide a description of each item requested and reason for request

Tier I	
X-ray Machine	
Magnetometer	
Access Control System	We request 59 access control systems; please refer to the attached physical security report for descriptions and reasoning. The room numbers for the installation of the access control systems are included in the attached spreadsheet.
Duress Alarms	We request 46 duress alarms; please refer to the attached physical security report for description and reasonings. Please see the attached spreadsheet for the courthouse location and room number
Camera System	We request the installation of new 16-camera systems; please refer to the attached physical security report for a description and reasoning. The spreadsheet also includes the courthouse locations where the cameras are to be installed and the room numbers.
Audio Visual Intercom	We request four (4) AiPhones; please refer to the attached physical security report for a description and reasoning. The courthouse location and room number are also included in the attached spreadsheet. Price quotes are listed in Attachment A
Tier II	
Building Alarms	
Bullet Resistant Barriers	We request 18 bullet-resistant barriers; please refer to the attached physical security report for description and reasonings. Please see the attached spreadsheet for the courthouse location and room number.
Fenced/Restricted Judges Parking	
Security Blast Film	
Tier III	
Emergency Intercom	

- Form must be signed and dated:

Submitted by Authorized Signature: <i>Lionel Moore</i>
Date: 11/21/2024
Print Name and Title: Court Administrator Lionel Moore
*MOU Partner: Mayor and City Council of Baltimore City
*Address: 111 North Calvert Street, Room 200, Cummings Courthouse
*Address: Baltimore, Md. 21202
Telephone #: 410-396-5188
Email Address: lionel.moore@mdcourts.gov
Federal Tax identification #: 52-6000769

*\*Name and Address of MOU Partner should be the same as the Name and Address used on the Request for Reimbursement for county/city*















QUALITY WALLS & WINDOWS, LLC.  
 119 Old Bachmans Valley Rd  
 Westminster, MD 21157  
 443-977-0824

**ADDRESS**

Circuit Court for Baltimore City  
 111 N. Calvert Street  
 Courthouse East, Room 200  
 Baltimore, MD 21201  
 Attn: Wilbert Carrington

**ESTIMATE 2493 REVISED**

**DATE 10/21/2024**

**EXPIRATION DATE 11/21/2024**

**PROJECT NAME**

Level 3 Bullet Resistant Glzng

**DATE**

**DESCRIPTION**

**TOTAL**

JOB NAME: LEVEL 3 BULLET RESISTANT GLAZING - VARIOUS LOCATIONS

760,000.00

\*\*\* REPLACES ESTIMATE #2493, 10/27/23 \*\*\*

Price to Perform the following:

Furnish and Install aluminum storefront framing to accept Level 3 Bullet Resistant Glazing, including doors where noted in numerous locations in the Mitchell and Cummings Courthouse. Locations are Family 109, Criminal File 252, Mitchell 142, Jury Commissioner's Office, Jury Selection L Desk, Room 627 Licensing, Land Records Lien Counter, Land Records Service Counter, Area 462 Information and Filings Room 409.

In all areas window walls will be a minimum of 8' tall and a max of 10' tall off the floor or until the underside of light fixtures or ceilings. We will supply and install paper deal trays, and speaker holes at all desk locations where noted and current service is completed. All electric door hardware, card readers and mag locks are by others (security contractor of building). Doors will have frames, glass and door closers installed.

Drywall, metal studs, and painting to match as close as possible will occur in Area 462 Hallway on three openings so that all five openings will match.

Locations:

Family 109 - \$48,000.00; Criminal File 252 - \$52,000.00; Mitchell Courthouse - \$55,000.00; Jury Commissioner's Office - \$31,000.00; Jury Selection L Desk - \$78,000.00; Room 627 Licensing - \$118,000.00; Land Records Lien Counter - \$73,000.00; Land Records Service Counter - \$220,000.00; Area 462 Information and Filings (5 openings) - \$69,000.00; Room 409 Cut Service Window - \$16,000.00

UPDATED BASE BID PRICING --- \$760,000.00



Level 3 BR with  
speaker holes and paper  
pass thru





level 3 BR U frame with paper pass thru and speaker hole



these lights have to be moved and blocking has to be installed to support top of BR framing

speaker hole

paper tray pass thru

outswing door with closer





speaker hole

pass thru tray

STAND HERE



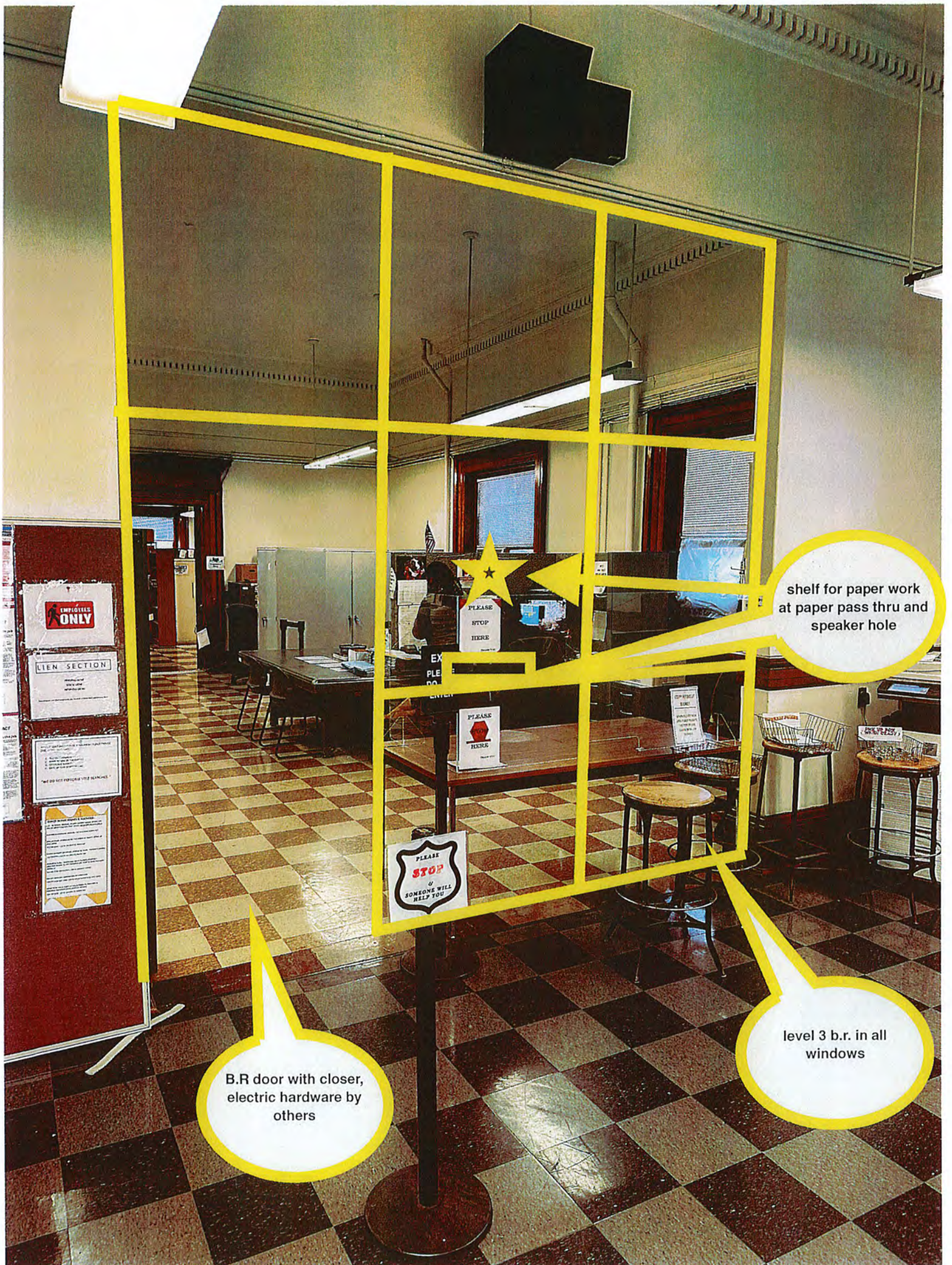
Single door at both ends

PLEASE NO PICTURE TAKING IN THIS OFFICE

NOTICE  
Please Do Not  
Take Pictures  
Please Do Not  
Take Pictures  
Please Do Not  
Take Pictures



Wall to be behind furniture, to have 2 single doors on each end of the wall, electric by others



shelf for paper work  
at paper pass thru and  
speaker hole

B.R door with closer,  
electric hardware by  
others

level 3 b.r. in all  
windows

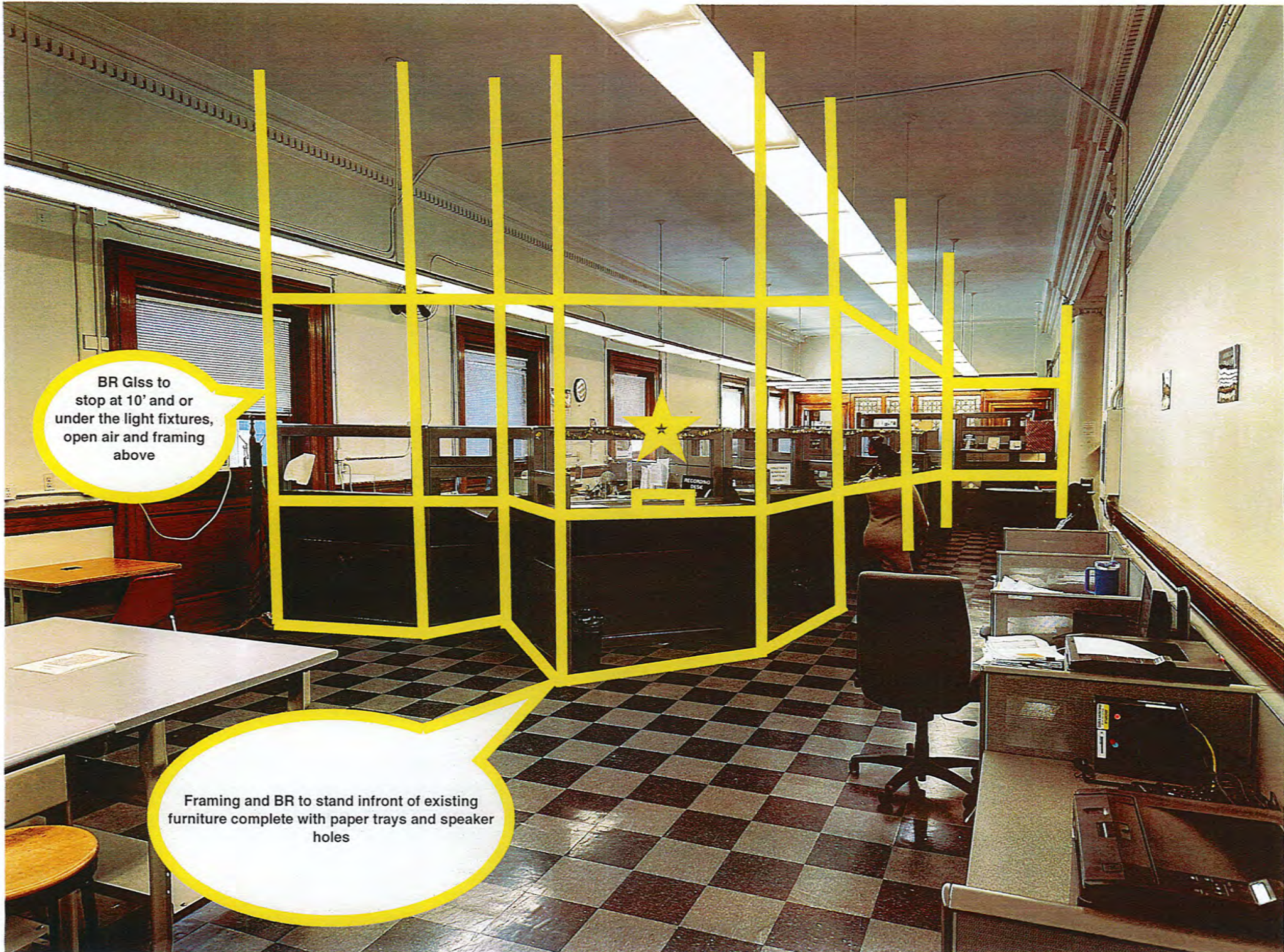


**EMPLOYEES ONLY**

**LIEN SECTION**

NOTICE

NOTICE



BR Glss to stop at 10' and or under the light fixtures, open air and framing above

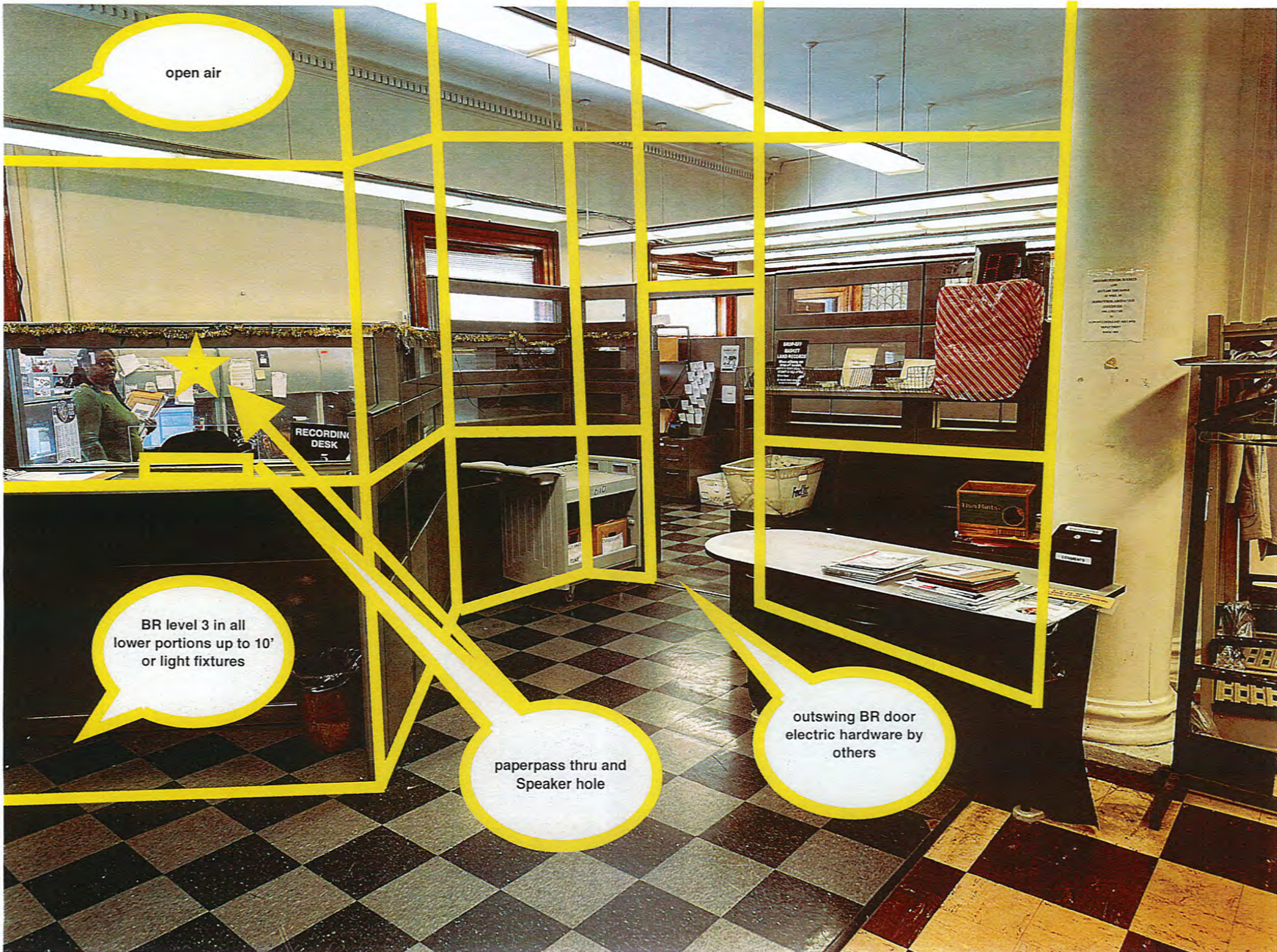
Framing and BR to stand infront of existing furniture complete with paper trays and speaker holes

open air

BR level 3 in all  
lower portions up to 10'  
or light fixtures

paperpass thru and  
Speaker hole

outswing BR door  
electric hardware by  
others





JURY  
COMMISSIONER'S  
OFFICE

remove existing door,  
IT can be installed on the exterior to swing into the hallway if desired

instal  
1 new door frame  
inside of existing door frame for BR door.  
electric hardware by others



**WE ONLY ACCEPT:**

- BUSINESS CHECK
- MONEY ORDER
- CASH

**NOTICE:**

EXACT CHANGE  
ONLY

COPIES ARE  
50 CENTS  
PER PAGE

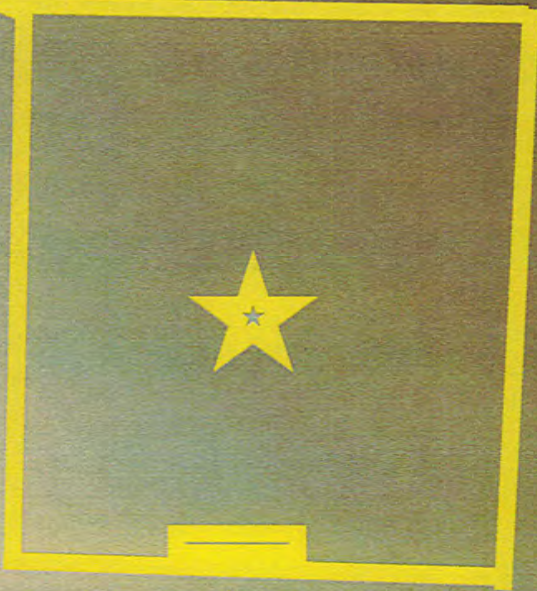
PLEASE SEE EFFECTIVE FEBRUARY 28, 2025, OUR WEBSITE  
FOR THE LATEST CHANGES TO ANY TYPE  
OF CLIENT FOR ANY TYPE OF CASE (EXCEPT FOR CITY  
OR STATE ENTITIES THAT DO NOT PAY OUR FEES).  
PLEASE ENSURE THAT YOU NOTIFY THE CLIENT THAT  
THEY WILL HAVE TO PROVIDE A COPY TO BE DATE  
STAMPED FROM OUR OFFICE OR, WE WILL CHARGE  
FIFTY CENTS A PAGE FOR ALL COPIES.

all 4 openings will match this look and counter top but  
with B.r. glass and paper tray with speaker hole

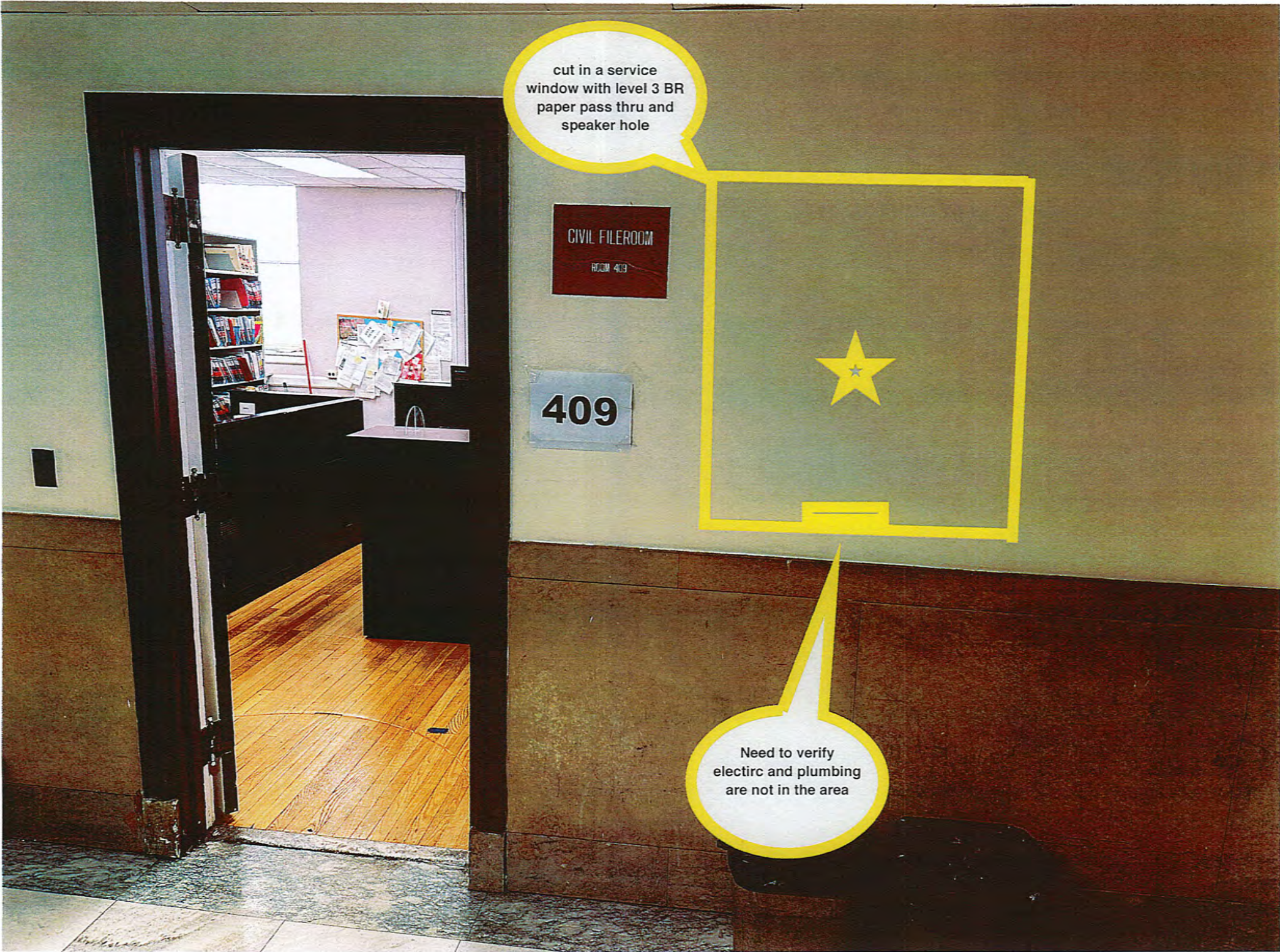
cut in a service window with level 3 BR paper pass thru and speaker hole

CIVIL FILE ROOM  
ROOM 409

409



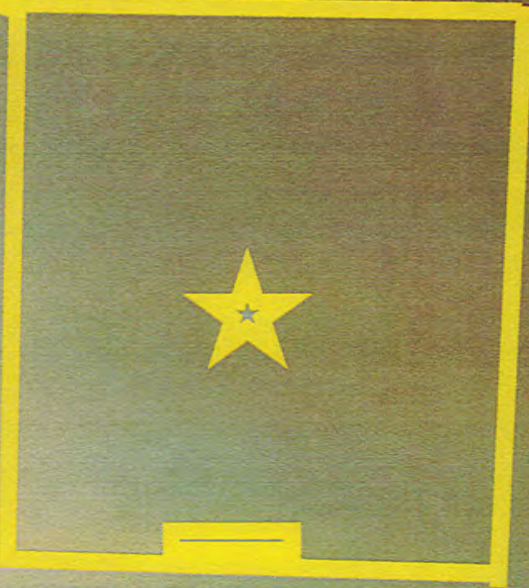
Need to verify electric and plumbing are not in the area



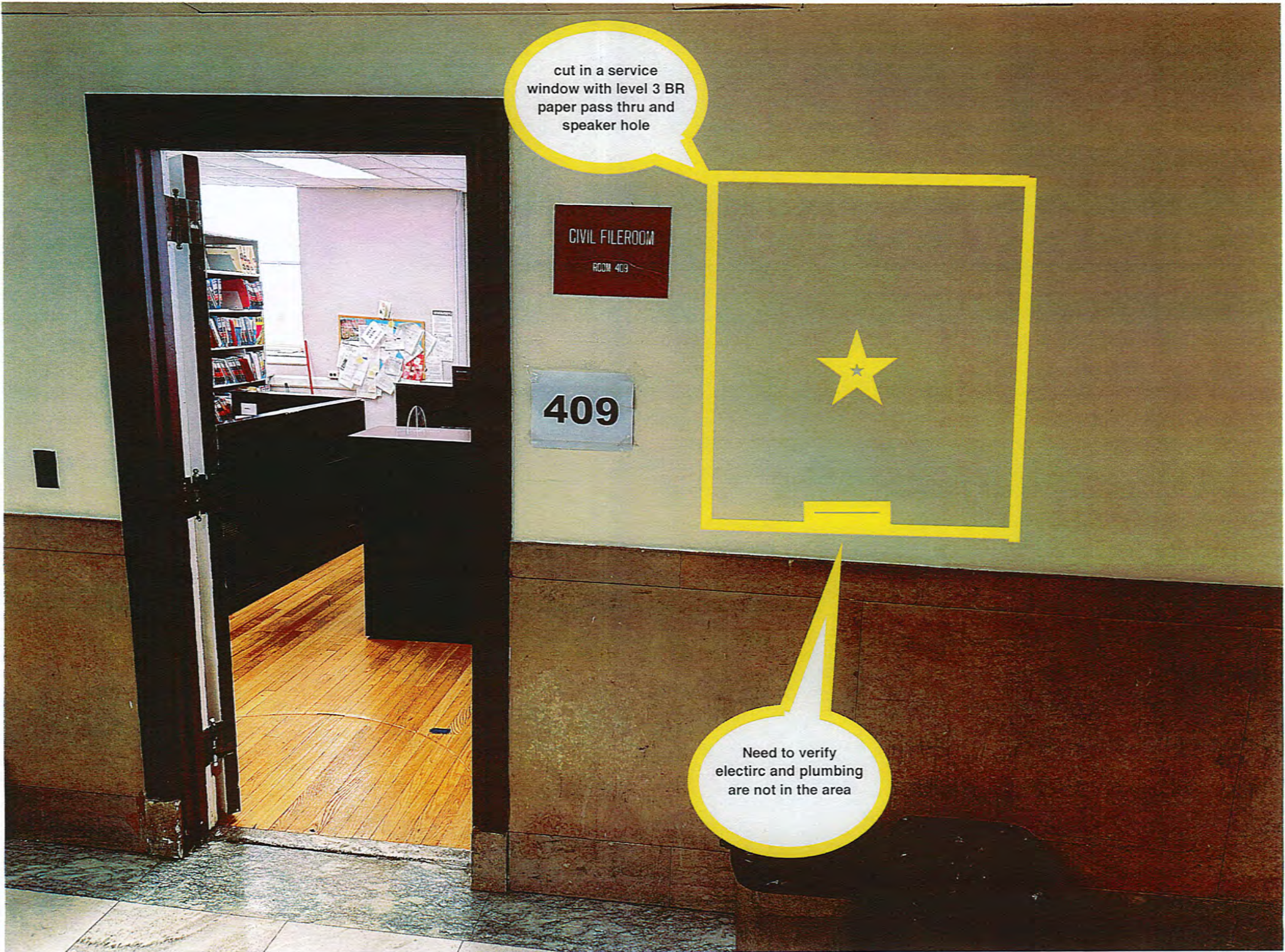
cut in a service window with level 3 BR paper pass thru and speaker hole

CIVIL FILEROOM  
ROOM 409

409



Need to verify electric and plumbing are not in the area



### Security Funding Acknowledgement Form

By my signature below, I accept, understand, and acknowledge that I was consulted in the preparation of this Memorandum of Understanding (MOU), have reviewed the MOU, and agree to my role in the request. I further acknowledge, on behalf of my office, that the Mayor and City Council of Baltimore has the ability and desire to accommodate the security enhancements requested within the MOU, including, but not limited to, appropriate staffing and/ or space.

Administrative Judge:


  
\_\_\_\_\_  
SIGNATURE

02/25/2025  
\_\_\_\_\_  
DATE

Carrion, Audrey J.S.  
\_\_\_\_\_  
LAST NAME FIRST NAME M.I.

If the MOU includes work in an area of responsibility of the Clerk of Court, the Clerk is required to sign below. If the Clerk does not need to sign, please write N/A below and provide a written explanation as a separate document.

Clerk of Court:

  
\_\_\_\_\_  
SIGNATURE


2/25/25  
\_\_\_\_\_  
DATE

Conaway, Xavier  
\_\_\_\_\_  
LAST NAME FIRST NAME M.I.

If the MOU includes building modifications or personnel changes and/ or modifications, the county is required to acknowledge the following:

The authorized party has reviewed the MOU and authorizes the associated modifications and/or resource requirements.

County Authorized Official:

  
\_\_\_\_\_  
SIGNATURE  
  
Attila, Berke  
\_\_\_\_\_  
LAST NAME FIRST NAME M.I.

Director  
\_\_\_\_\_  
TITLE  
  
2/25/25  
\_\_\_\_\_  
DATE