



BALTIMORE COUNTY PUBLIC SCHOOLS

Division of Fiscal Services

Office of Purchasing

To: Dr. Joe A. Hairston
Superintendent

From: Patrick M. Fannon, Controller

And

Jack S. Nichols, Acting Manager
Office of Purchasing

Date: July 18, 2001

Re: **Recommendations for Award of Contracts**
Board Exhibit – August 14, 2001

The following contract recommendations are presented for consideration by the Board of Education of Baltimore County.

1. **Automobiles** **Award Value: \$147,930**
MD State Contract #001IT811909 **Criswell Chevrolet, Inc.**

Approval is requested to purchase ten new 2002 Chevrolet Malibu executive four-door sedans from the Maryland state contract. The award bidder is **Criswell Chevrolet, Inc., Gaithersburg, MD** and the unit cost is \$14,793. The ten cars are replacements and will be assigned to the two Deputy Superintendents and eight Executive Directors. Their currently assigned cars will be reassigned within the fleet, and ten of the oldest fleet cars will be sold at auction.

Funding will be provided through the Office of Transportation.

2. **Automotive Supplies** **Estimated Award Value: \$2,500,000**
Contract #2-274-01 **(over two years)**

A two-year bid with the option of two one-year extensions for vehicle replacement parts (buses, trucks and cars) in support of the approximate 1000 BCPS vehicles was issued June 14, 2001 to 41 vendors. Proposals were received from 16 bidders. Three vendors submitted a no-bid response.

The bid establishes discounted contract pricing per product manufacturer with ten selected vendors for vehicle repair and maintenance parts. Parts are purchased on an as needed basis. The bid also guarantees that award bidders will accept and offer credit for BCPS's inventory that has been made obsolete as vehicles are removed from service. The value attached to obsolete material is fair market value as agreed to by the award bidder and BCPS. Requirements exceeding \$15,000 are contracted through separate bids.

Funding will be provided through the operating budget of the Office of Transportation.

3. **Contracted Services: Physical Exams**
Second One-Year Extension
Contract # 8-802-99

Estimated Award Value: \$77,120

A multi-year bid was issued on July 30, 1998 to 21 vendors to provide physical exams for school bus drivers and other Commercial Drivers License (CDL) holders (Distribution Services, Food Services, Maintenance, etc.) and to monitor exposure to asbestos, lead and PCB (polychlorinated biphenyl) for the Division of Physical Facilities' employees. An award of contract was approved by the Board of Education on September 8, 1998.

The specification was designed to allow an initial two year contract with the option to extend the contract for two additional one year periods. The Department of Benefits/Risk Management and the Office of Purchasing are recommending extension for the last and final year to the participating vendors.

<u>Award Bidders</u>	<u>CDL Exams</u>	<u>Asbestos</u>	<u>Lead</u>	<u>PCB</u>
	<i>Fee Per Test</i>			
Concentra Medical Centers, Elkridge, MD	\$20.00			
Maryland General Care, Inc., Baltimore, MD		\$70.00	\$67.00	\$93.00

The contractors have agreed to honor the pricing, terms and conditions of their original proposals for a one-year extension of the contract through August 30, 2002.

The estimated award value for **Concentra Medical, Elkridge, MD** is \$70,120 and the estimated award value for **Maryland General Care, Inc., Baltimore, MD** is \$7,000. Funding will be provided by the operating budget of the Offices of Transportation, Food & Nutrition Services, Distribution Services, and Maintenance.

4. **Contracted Services: Outward Bound**
Expeditionary Learning
Fourth One-Year Extension
Contract #5-516-99

Estimated Award Value: \$31,000
Expeditionary Learning Outward Bound

Middle River Middle School has been participating in a multi year expeditionary learning program approved by the Maryland State Department of Education as a resource for improving student achievement. MSDE approved several programs as avenues to improve MSPAP scores through alternative teaching methods. The Expeditionary Learning Program was approved by the State for Middle River Middle School because it most closely fits the needs of the students, teachers, and school administrators. Students, faculty and staff work together to implement the expeditionary learning design as the primary framework for whole school change with the goals of improving teaching and learning skills at the school. The program was not selected through a bid process. The program was selected as part of an application process for a MSDE Challenge Grant submitted by the school. Approval of the grant was based upon the acceptance of the Outward Bound Expeditionary Learning program as the vehicle for improving student achievement.

On August 8, 2000, the Board of Education approved year four of the program at Middle River Middle School. Middle River is now requesting approval to extend the program for a fifth year. The projected fees for the 2001-02 school year are \$31,000 for students and teachers in Grades 6, 7, and 8.

Middle River Middle School and the Offices of Educational Accountability and Purchasing are recommending a one-year extension of the contracts to **Expeditionary Learning Outward Bound, Cambridge, MA** in the amount of \$31,000. Funding for the program will be provided by a MSDE Challenge Grant.

5. **Contracted Services: Sylvan Learning**
One-year Extension
Contract #1-105-96

Award Value \$201,200
Sylvan Learning Systems, Inc.

A one-year extension of contract is recommended to **Sylvan Learning Systems, Inc., Baltimore, MD** for services at Grange Elementary and Riverview Elementary Schools.

The focus of the program at Grange Elementary School is instructional support in reading and study skills for all Grade 3 students, i.e., approximately 100 students. Students entering the program are evaluated through a series of pretests and Sylvan conferences with faculty and school administrators. Students are then assigned to one of three study tracks, using an individually designed program for each student. The fee for the 2001-02 school year is \$80,000.

The focus of the program at Riverview Elementary School is instructional support for students in Grade 3 also. Services are provided to supplement BCPS's curriculum in reading and writing language skills for approximately 100 students. Sylvan provides pretest assessment prior to a student entering the program, and following review of the results, the student is enrolled into an individualized, perspectives instructional program. The fee for the 2001-02 school year is \$121,200.

Among the responsibilities of the contract, Sylvan must provide a minimum of two informational meetings and presentations to parents. The first meeting is designed to orient the parents to the program, and the second meeting provides a report of the students' progress. Meetings are scheduled with parents on a regular basis throughout the year to discuss the instructional program. Additionally, Sylvan provides weekly attendance reports, monthly summary reports, and a final progress report on each student to the school administrator.

The contract also includes a performance guarantee, i.e., a guarantee that requires a specific number of hours for direct instruction, instructional progress documented in assessment tools, and additional hours of service at no charge to respond to any student(s) who fails to achieve the established improvement goals. Sylvan personnel are Maryland certified teachers, who provide instruction during the school day, as well as after school activities. A summary report is prepared by the Office of Educational Accountability of the Sylvan program results for both schools.

Sylvan Learning Systems, Baltimore, MD has agreed to honor all fees, terms and conditions of the original bid specification. Funding for the programs will be provided by Title 1 for Riverview Elementary and by an equity grant and the school's operating budget for Grange Elementary School.

6. **Custodial Floor Care Products**
Second One-Year Extension
Contract #4-408-01

Estimated Award Value: \$247,717
Best Supply, Inc.

A bid to establish a price agreement for the purchase of custodial floor care products (floor stripper, floor finish, dust mop treatment and floor restorer) was issued on August 10, 2000 to 24 vendors. Proposals were received from three vendors. The award of contract to the lowest responsive bidder was approved by the Board of Education on October 24, 2000.

The bid specification was designed to award the products on an aggregate basis to provide for compatibility of product and efficiency in use. The products were evaluated and approved by the Office of Operations prior to the issuance of the bid. Products are ordered on an as needed basis and shipped to Distribution Services for issuance to schools and offices.

The Offices of Operations and Purchasing are recommending extension of the contract for one additional year to the award bidder, **Best Supply, Inc., Baltimore, MD** in the estimated value of

\$247,717. The vendor has agreed to honor the specifications and all relative terms and conditions. Funding will be provided by the operating budget of the Office of Operations.

7. **Equipment Contract: Various Grounds Equipment** **Estimated Award Value: \$150,000**
Contract #3-308-02 **Various Vendors**

The bid was issued on June 14, 2001 to 25 vendors to provide a firm fixed price for various grounds equipment. Proposals were received from 16 vendors, including three no bids. The specifications were developed in conjunction with the Office of Operations and the bidders at a pre-bid meeting. Recommendation of award is to the following vendors as the responsive and responsible bidder offering the most favorable bid price:

Ceresville Ford New Holland, Frederick, MD	Tractor, Stump Grinder
G.L. Cornell Co., Gaithersburg, MD	Tractor
Henry Hartman, Hanover, PA	Tractor and Power Blower Attachment
Kohler Equipment, Upper Marlboro, MD	Trimmer, Hedge Trimmer, Power Blower
Liberty Discount Lawn Equipment, Upperco, MD	Chain Saw, Pole Pruner, Push Type Mower, Hedge Trimmer
Lyons & Lyons Sales Co., Inc, Glen Arm, MD	Edger, Walk-Behind Mower
Precision Small Engines, College Park, MD	Sod Cutter
Security Equipment Co., Baltimore, MD	Stump Grinder
Suburban Sales & Rentals, Cockeysville, MD	Pan Tamper
Walter G. Coale Inc., Churchville, MD	Compact Tractor, Rotary Cutter, Tractor, Trailer

Funding will be provided from the Office of Operations operating budget.

8. **Music Instruments** **Estimated Award Value: \$537,656**
Contract #4-401-02 **Various Vendors**

A bid for the purchase of music instruments for all schools was issued on June 14, 2001 to 16 vendors. Proposals were received from seven vendors. One bidder submitted a no-bid response.

Award of contract is recommended to the lowest responsive bidders meeting all specifications:

Brooks Mays Music Company, Dallas, TX

Alto Sax Outfit, Tenor Sax Outfit, Double French Horn Outfit, Euphonium, Upright Tuba Outfit, Sousaphone, Marching Mellophone, Violin Outfits, Viola Outfits, Cello Outfits, Orchestra Bells, Tubular Chimes, Vibraphone, Timpani

Menchey Music Service, Inc., Hanover, PA

Cello Outfit, Bass Drum w/Stand, Concert Steel Bells, Marching Bass Drums

Music Mall, Inc., Lowell, MA

Cymbals, 16" Med.

Stu's Music Shop, Inc., Westminster MD

Piccolo Outfits, Flute Outfits, Oboe Outfits, Bassoon Outfit, Clarinet Outfit, Trumpet Outfit, Trombone Outfit, Marching Tuba Outfit, String Bass Outfit, Snare Drum Outfit, Suspended Bass Drum w/Stand, Timpani Set, Concert Tom-Toms, Marching Snare Drum

The Woodwind & Brasswind, Southbend, IN

Upright Tuba Outfit, Crash Cymbals (various sizes), Marching Multi-Toms

Washington Music Center, Inc., Wheaton, MD

Contra-Alto Clarinet Outfit, Upright Tuba Outfits, String Bass Outfit w/Bag, Suspended Cymbals 18", Paiste Gong

West Manor Music, Bronx, NY

Bass Clarinet Outfit, Baritone Sax, Xylophone w/Cover, Timpani 26" & 29", Timpani 23"

The estimated contract value is \$537,656. Funding will be provided by the operating budget of the Office of Music.

**9. Office Equipment Estimated Award Value: \$500,000
Contract #2-273-01 (over two years)**

A two-year bid with the option of two one-year extensions for general office equipment was issued on June 14, 2001 to 18 vendors. Proposals were received from seven vendors. Ten vendors submitted a no-bid response. The bid supports the purchase of 16 types of equipment and will allow the schools/offices to choose the specific equipment best suited to their needs.

Recommendation of awards of contract are to the lowest bidders meeting all specifications as follows:

Copy Duplicators

Advance Business Systems, Cockeysville, MD	For Gestetner and Savin models
Duplicator Sales, Inc, Towson, MD	For Standard model
CNE Ricoh, Baltimore, MD	For Ricoh model
John Enoch, Inc, Baltimore, MD	For Riso model

Dictation Equipment

Rudolph Information Systems Inc, Baltimore, MD	For Sanyo models
John Enoch, Inc, Baltimore, MD	For Olympus models

Calculators

John Enoch, Inc, Baltimore, MD	For Monroe model
Rudolph Information Systems Inc, Baltimore, MD	For Adler Royal model

Typewriters

Rudolph Information Systems Inc, Baltimore, MD	For Swintec models
Innovative Copy Products, Inc, Glen Burnie, MD	For Nakajima models

The estimated award value over a two-year contract term is \$500,000. Funding will be provided by the operating budgets of individual schools and offices.

**10. Paragon Mailing System Award Value: \$31,526
State Contract #001B0900551 Pitney Bowes**

Distribution Services wishes to purchase the Pitney Bowes Paragon II mailing system utilizing the State of Maryland Contract #001B0900551. This system includes the postal meter, the 100 pound scale, the accounting system, a one year maintenance contract and training for personnel. The purchase is necessary as the current machine is ten years old, frequently breaks and parts are no longer available for repairs.

The accounting capabilities of this machine will allow the Distribution Center to offer all schools and offices the ability to take advantage of the discount that the US Postal Service allows on First Class mail.

Funding will be provided through the Office of Distribution and Print Services operating budget.

11. **Supplies Contract: Video Lab Equipment** **Projected Award Value: \$50,000**
First One-Year Extension **Bleu Jay Productions, Inc.**
Contract # 3-337-00

The bid was issued on April 13, 2000 to qualify and select vendor(s) to provide video lab equipment at a firm fixed price for the term of the bid. Installation is not included in the bid prices and, if required, will require an extra charge. Bids were issued to 33 vendors. Proposals were received from 11 vendors. The specifications were developed in conjunction with the Education Channel, and with the potential bidders at a pre-bid meeting. The contract provides, upon mutual agreement, a provision for extension of up to one year. The Office of Purchasing is recommending an extension of this contract to **Bleu Jay Productions, Inc. of Bel Air, MD** for various graphics workstation equipment

The value of the award is estimated at \$50,000. Funding will be provided from the operating budget of the school and grant funding.

12. **Wireless Microphone Amplification System** **Estimated Award Value: \$130,000**
for Classrooms
Contract # 3-314-02

The bid was issued on June 21, 2001 to five vendors to provide a firm fixed price for fully functional wireless microphones and the associated speaker and amplification systems for use in individual classrooms. Proposals were received from two vendors. The specifications were developed in conjunction with the staff at the school and the BCPS audiologist. The school in consultation with the audiologist will decide which system best meets the requirements of a particular school. The bid specifications requires the vendor to advise BCPS on the set-up of the equipment within the individual classrooms to obtain the best results and train the BCPS staff at the school site in the proper use of equipment. The vendor also agrees to provide follow-up consultation for a period of one year from the date of purchase.

Recommendation of award is to the following vendors as the responsive and responsible bidder offering the base bid price for the following systems:

Item #	Vendor	Item	Price
1	Light Speed Technologies, Lake Oswego, OR	Special Frequency System	\$751.00
1	Phonic Ear, Inc., Petaluma, CA	Special Frequency System	\$778.00
2	Phonic Ear, Inc., Petaluma, CA	Infrared System	\$1,133.00
3	Phonic Ear, Inc., Petaluma, CA	FM System	\$778.00

Funding will be provided from Grants, Capital Budget and individual school operating budgets.

13. **Purchasing: Relocatable Modular Classrooms**
Contract #3-305-99

Estimated Award Value: \$500,000

A three-year bid was issued on February 8, 2001 to 18 vendors to obtain a firm fixed price for single and double relocatable modular classrooms that are to be custom built to Baltimore County Public School specifications. Proposals were received from four vendors, including one no bid. The specifications were developed in conjunction with the Office of Maintenance, Office of Construction, Office of Grounds, and the bidders at a pre-bid.

Recommendation of award is to Allspace International, Allenhurst, NJ, EMH Environmental Inc., Glenwood, MD and Valley Modular Offices, Inc., Aberdeen, MD as the responsive and responsible bidders offering the most favorable bid prices. The Primary Award Bidder is in bold print, the Secondary Award Bidder is in italicized print, and the Tertiary Award Bidder is in regular print.

Item Description	Allspace International	EMH Environmental Inc.	Valley Modular Offices Inc.
Purchase Price for one Single Classroom Unit with the exterior walls constructed with steel studs and an "outrigger type" construction:	<i>\$63,752.00</i>	\$0.00	\$59,965.00
Purchase Price for one Single Classroom Unit with the exterior walls constructed with wood studs and an "outrigger type" construction:	<i>\$59,299.00</i>	\$0.00	\$56,034.00
Purchase Price for one Single Classroom Unit with the exterior walls constructed with steel studs and a "perimeter type" construction:	<i>\$65,351.00</i>	\$51,376.00	<i>\$62,200.00</i>
Purchase Price for one Single Classroom Unit with the exterior walls constructed with wood studs and a "perimeter type" construction:	<i>\$52,191.00</i>	\$50,687.00	<i>\$58,356.00</i>
Purchase Price for one Double Classroom Unit with the exterior walls constructed with steel studs and an "outrigger type" construction:	<i>\$110,184.00</i>	\$0.00	\$106,935.00
Purchase Price for one Double Classroom Unit with the exterior walls constructed with wood studs and an "outrigger type" construction:	<i>\$101,218.00</i>	\$0.00	\$96,388.00

Purchase Price for one Double Classroom Unit with the exterior walls constructed with steel studs and a "perimeter type" construction:	\$113,876.00	\$96,055.00	\$106,529.00
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Purchase Price for one Double Classroom Unit with the exterior walls constructed with wood studs and a "perimeter type" construction:	\$106,616.00	\$95,024.00	\$92,588.00
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Classrooms will be purchased based on analysis of need and as funding becomes available within the operating budget.

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| 14. | <u>Contracted Services: Office Disassembly & Restoration, Re-routing of Network and Security Systems-Timonium Offices</u>
Increase Amount
Contract # 3-362-01 | Total Award Value: \$ 300,910
Douron, Inc. |
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On June 12, 2001 the Board of Education approved an award to Douron, Inc., Owings Mills, MD for \$250,910 for the skilled labor to disassemble, transport, store and reassemble the office partitions for the remodeling project of the Timonium Offices. The design of the new configuration of various office cubicles to accommodate additional personnel relocated to multiple locations requires the purchase of additional partitions and connecting hardware. The Office of Fiscal Services is requesting an additional \$50,000 to fund these items.

Funding for this project will be provided from the operating budget.

