



BALTIMORE COUNTY PUBLIC SCHOOLS

Division of Business Services
Department of Fiscal Services
Office of Purchasing

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To: Dr. Joe A. Hairston
Superintendent

From: Patrick M. Fannon, Controller

And

Richard L. Gay, Purchasing Manager
Office of Purchasing

Jack S. Nichols, Purchasing Agent
Office of Purchasing

Date: September 4, 2001

Re: **Recommendations for Award of Contracts**
Board Exhibit – September 25, 2001

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

1. **Auctioneering Services**
Two-year Extension
Contract #2-209-99

Estimated Award Value: \$10,000
Express Auction Services

A three-year bid to retain a qualified and experienced auctioneer capable of providing the highest net cash return on sales of BCPS equipment, furniture and vehicles (school buses, cars, trucks vans, trailers, etc.) was issued on August 13, 1998 to 19 vendors. Proposals were received from two vendors. A no-bid response was received from one vendor. Award of contract was approved by the Board of Education in October 1998.

Responsibilities of the auctioneer include: Place advertising in local and distant media as directed by BCPS and notify dealers in Maryland and surrounding states; compose a brochure for every auction that contains sufficient detail of each sale item; collect and be responsible for all monies; issue and notarize bills-of-sale; and present a settlement statement to BCPS within 30 days following the auction.

The bid was designed to provide two one-year extensions of contract upon the request of BCPS. The award bidder has agreed to honor all pricing, terms, and conditions of the original proposal. Extension of the contract through September 2003 is recommended to **Express Auction Services, Baltimore, MD** in the estimated amount of \$10,000.00. Funding will be provided by revenues generated by the auction(s).

2. **CISCO Products** **Four-Year Estimated Award Value: \$500,000**
Contract # 5-515-02 **Digicon Corporation**

A four-year bid was issued on August 2, 2001 for the purchase of CISCO products to 71 vendors. Proposals were received from eight vendors. Four bidders submitted no-bid responses. One bidder was rejected for failing to meet all specifications.

The bid specifications were designed to allow the Department of Technology to purchase CISCO products as needed to upgrade and maintain the network for Baltimore County Public Schools. The bid allowed the bidders to offer a flat percent off all the products on the manufacturer's price list and a flat percent off "off-site" maintenance. The products purchased through this bid will be installed by personnel in the Department of Technology.

Award of contract is recommended to the responsive bidder, meeting all specifications, submitting the highest percent off:

<u>Bidder</u>	<u>Location</u>	<u>Product</u>	<u>Service</u>
Digicon Corporation	Rockville, MD	38.5%	30%
SARCOM	Upper Marlboro, MD	38.5%	13.5%
Disys	Chantilly, VA	38.1%	30.2%
Worldcom	Baltimore, MD	38%	0%
One Source Communications	Owings Mills, MD	36.0%	32%
Attronica	Gaithersburg, MD	36%	30%
PC University	Long Island City, NY	33.3%	33.3%
Bell Tech Logix	Columbia, MD	32.5%	32.5%
CDWG	Vernon Hills, IL	No Bid	
CISCO Systems	Columbia, MD	No Bid	
Continental Resources	Silver Spring, MD	No Bid	
Unisys	Timonium, MD	No Bid	

The estimated contract value is \$500,000 over the four years of the contract. Funding will be provided by the operating budget of the Department of Technology, Capital Projects and TIM's (Technology in Maryland) grants awarded to individual schools.

3. **Contracted Services: Sylvan Learning** **Award Value: \$120,000**
Sylvan Learning Systems, Inc.

Woodlawn Middle School wishes to enter into a contract with Sylvan Learning Systems, Inc. The focus will be instructional support in reading and study skills for approximately 100 students in grade six. Students entering the program are evaluated through a series of pretests and Sylvan conferences with faculty and school administrators. Following their selection, students will have a unique and individualized program designed for them.

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 every other month throughout the student's enrollment in the Sylvan program. Additionally, Sylvan provides weekly attendance reports, monthly summary reports, and a final progress report on each student to the school administrator.

Staff that is hired, trained, and evaluated by Sylvan will provide instruction. Sylvan personnel are Maryland certified teachers who provide instruction during the school day as well as in after school activities. In addition to the instruction, Sylvan agrees to maintain a fully equipped learning

center with sufficient computers to ensure a ratio of one computer to three students, a phone, photocopier, and any other equipment necessary to provide the program.

The contract also includes a performance guarantee, i.e., a guarantee that requires a specific number of hours for direct instruction, instructional progress documented by assessment tools, and additional hours of service (at no charge) to respond to any student(s) who fails to achieve the established improvement goals. The evaluation of the program is the responsibility of Baltimore County Public Schools. This evaluation will be established in consultation with Sylvan.

An award in the amount of \$120,000 is recommended to **Sylvan Learning Systems, Baltimore, MD** to provide all aspects of this program. Funding will be provided through grant funds from MSDE to support the reconstitution program.

4. **Flexible Benefits Administrator** **Estimated Award Value: \$30,000**
Second One-year Extension **Hunt, Dupree, Rhine and Associates**
Contract #2-201-98

A two-year bid to select a vendor to provide flexible benefits administration for health care and dependent care spending accounts was issued on April 30, 1998 to 18 vendors. Proposals were received from six vendors. An award of contract was approved by the Board of Education in July 1998 as was a one-year's extension in September 2000 to Hunt, DuPree, Rhine and Associates, Greenville, SC. There are currently 606 employees participating in the health care spending account and 204 employees participating in the dependent care spending account. Employees are allowed to contribute a maximum amount per family to the health care and dependent care spending accounts. Claims to the spending accounts are processed on a monthly basis.

The bid was designed to provide two one-year extensions of contract upon the request of BCPS. The award bidder has agreed to honor all pricing, terms, and conditions of the original proposal. Extension of contract through September 2002 is recommended to **Hunt, Dupree, Rhine and Associates, Greenville, SC** in the estimated amount of \$30,000. Funding will be provided by the Office of Benefits.

5. **Gasoline, Fuel Oil, Diesel Fuel** **Estimated Award Value: \$4,058,615**
Second Year of Contract
Contract #4-446-00

A two-year bid for the purchase of gasoline, fuel oil, and diesel fuel was issued on April 6, 2000 to 26 vendors by Baltimore County Public Schools, serving as the lead jurisdiction for the Baltimore Regional Cooperative Purchasing Committee of the Baltimore Metropolitan Council. Proposals were received from eight vendors. The award of contract was approved by the Board of Education on June 13, 2000 for the period of July 1, 2000 through June 30, 2002.

The specifications were designed to allow potential bidders to submit proposal with a fixed factor which is added to the OPIS price on a weekly basis. (OPIS: Oil Price Information Service Index is based upon the "average" of the Baltimore, MD Refiner to Reseller prices, FOB Terminal, as listed in OPIS; prices for the purchase of products are based on the OPIS rate of the Monday preceding delivery and may only change as the new OPIS price becomes available). The bid "factor" remains constant during the term of the contract.

Award of contract was made to **C. Hoffberger Company, Baltimore, MD; Petroleum Traders Corporation, Fort Wayne, IN; and Twin Pines Fuels, LLC, Aston, PA** with an estimated award value of \$4,058,615. Funding will be provided through the operating budgets of the Offices of Maintenance and Transportation.

6. **Parts Washer** **Estimated Award Value: \$16,300**
One-year Extension **Safety-Kleen Services, Inc.**
Contract #2-213-99

A two-year bid to provide the necessary equipment and service to properly maintain the cleaning efficiency of all automotive parts washers and to dispose of the hazardous waste materials was issued November 12, 1998 to 12 vendors. Responses were received from two vendors. The bid covered 24 pieces of equipment located throughout BCPS's repair facilities, that is, Cockeysville Service Center, Dundalk Bus Facility, Kenwood Truck Center and seven satellite bus lots. Award of contract was approved by the Board in October 1999.

The bid was designed to provide a one-year extension of contract upon the request of BCPS. The award bidder has agreed to honor all pricing, terms, and conditions of the original proposal. Extension of contract through October 2002 is recommended to **Safety-Kleen, Baltimore, MD** in the amount of \$16,300. Funding will be provided through the operating budget of the Office of Transportation.

7. **Prefabricated Traffic Signs** **Projected Award Value: \$50,000**
Baltimore County Government Contract **Shannon Baum Signs**
Contract # 201991

A bid for the purchase of prefabricated traffic signs was issued by the Baltimore County Government and includes provisions for the utilization of the contract by other governmental agencies, universities, and school districts within the state. The contract was awarded to **Shannon Baum Signs, Eldersburg, MD**. Funding for the purchase of numerous signs of various sizes and varied lettering will be funded through the operating account of the Office of Grounds.

8. **Tractors, Grounds Equipment and Accessories** **Projected Award Value: \$36,660.27**
State of Maryland Contract **Turf Equipment and Supply Company**
Contract #001B2900038

A bid for the purchase of tractors, grounds equipment and accessories was issued by the State of Maryland and includes provisions for the utilization of the contract by other governmental agencies, universities, and school districts within the state. The contract was awarded to **Turf Equipment and Supply Company, Jessup, MD** who offered 17% off list for commercial wide area mowers with accessories. The Office of Grounds anticipates that one Toro Groundsmaster 4000D tractor and mower, driven by one operator, will exceed the work of two of the current BCPS owned six-foot mowers requiring one operator each. The unit comes with a full two-year warranty.

The purchase of the tractor and mower will be funded through the operating account of the Office of Grounds.