

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** September 26, 2002

**TO:** BOARD OF EDUCATION

**FROM:** Dr. J. Hairston, Superintendent

**SUBJECT:** Recommendations for Award of Contracts  
Board Exhibit – October 10, 2002

**ORIGINATOR:** Robert Haines, Deputy Superintendent of Business Services

**RESOURCE  
PERSON(S):** Patrick Fannon, Controller; Rick Gay, Purchasing Manager

**RECOMMENDATION**

That the Board of Education approves the recommendations for award of contracts Board Exhibit for the October 10, 2002 board meeting.

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See the attached list of contract recommendations presented for consideration by the Board of Education of Baltimore County.

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Appendix I – Recommendations for Award of Contracts – Board Exhibit

**Recommendations for Award of Contracts  
Board Exhibit – October 10, 2002**

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

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| <b>1. <u>Additional Services—Administrative Costs--Fingerprinting &amp; Background Investigative Services Supplemental Three-year Contract</u></b> | <b>Estimated Annual Award: \$60,000<br/>Estimated Award Value: \$180,000</b> |
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On July 9, 2002, the Board approved a three-year bid for fingerprinting & background investigative services with Kroll Background America, Inc.

The cost to process any applicant applying for a position is \$66, and is paid by the new hire. This amount includes the fee of \$42, which is currently being charged by the Maryland Criminal Justice Information Service for background checks, and a charge of \$24, which is the administrative fee for Kroll Background America, Inc. If BCPS requests additional services, the cost per person could vary depending upon the various additional investigations required (the type of investigation will depend upon the job position being filled).

The initial approval was made with the understanding that other than administrative costs, this contract would not be an expense to the BCPS Board of Education and/or schools, and that the applicants would pay the contractor directly for all fees. However, the Department of Human Resources would like to purchase additional services from Kroll. For example, BCPS would like to spend \$10 per applicant to make sure that all results of investigations are available in a twenty-four hour turnaround. In addition, BCPS would like to pay for additional investigations for existing employees if it is determined that the permanent employment file of that individual does not contain the appropriate documentation from their original investigations. Any additional services requested of Kroll would be funded through the Office of Human Resources. As these are additional services, the annual cost is estimated and funds would be spent as needed.

**Contracted Services:    Inspections, Preventative Maintenance, and Time & Material Projects with "Not to Exceed Quotes"**

The Division of Physical Facilities, Office of Maintenance has requested the Office of Purchasing to issue the following solicitations. These are all indefinite quantities contracts, as the services intended for purchase are based upon future needs of the system, and are pending allocation of funds.

It is the intent of Office of Maintenance to have pre-qualified contractors with the appropriate insurance, training, and certification to be "on-call" to do inspections, repairs, and installations. Based upon the previous needs of the Office of Maintenance for these type services, availability of the contractors when called upon to do work, and the urgency to have the work done within a specified time frame, the award of contract may be made to three or more contractors for each solicitation. All work under this contract will be done either by a "time and material" basis or by a "not to exceed" quote basis.

Inspections will be done by the primary award contractor. If, for any reason, the primary award contractor is unable to do the work within the timeframe of the Office of Maintenance, the next ranked contractor will be asked to do the work, and so on throughout the list. For the following three contracts, if a larger project with a definable scope has been identified, **all of the award bidders** will be asked to provide a "not to exceed quote." All of the award bidders will be provided with the scope of the project and will be asked to include all materials and labor required to properly complete the project by a specified date. Since all the award bidders are offering a competitive price, the cost is usually substantially less than utilizing the time and material scenario. However, this quote process still guarantees that all work is to be done by pre-qualified contractors.

2. **Contracted Services: Fire Alarms** Estimated Annual Award: \$85,000  
**Preventative Maintenance, Installation** Estimated Award Value: \$425,000  
**& Repair Services**  
**Five-Year Bid**  
**Contract #3-314-03**

A bid for a five-year contract to qualify and select contractor(s) to provide inspection, installation, and repair services for fire alarms for the Baltimore County Public Schools was issued on July 25, 2002, to 19 vendors. Proposals were received from seven vendors.

The specifications were developed in conjunction with the Office of Maintenance and the bidders at a prebid conference. The fire alarms are installed in all schools and are an integral part of the building. Existing systems in the schools must be inspected according to present "life safety codes" and to assure efficient operation. Recommendation of award is to the following contractors as responsive and responsible bidders offering the most favorable hourly rate prices:

<b><u>Award</u></b>	<b><u>Company</u></b>	<b><u>Hourly Rate</u></b>
<b>Primary</b>	<b>Ark Systems, Inc., Columbia, MD</b>	<b>\$40.95</b>
<b>Secondary</b>	<b>SPC, Inc., Laurel, MD</b>	<b>\$43.00</b>
<b>Tertiary</b>	<b>Trojan Alarm Solutions, Inc., Chase, MD</b>	<b>\$44.63</b>
<b>Fourth</b>	<b>Guardian Fire Protection Service, Inc., Gaithersburg, MD</b>	<b>\$53.95</b>
<b>Fifth</b>	<b>Mid Atlantic Time Equipment, Ltd., Westminster, MD</b>	<b>\$65.00</b>

<b>Sixth</b>	<b>Fireline Corporation, Baltimore, MD</b>	<b>\$69.00</b>
<b>Seventh</b>	<b>Sonitrol Of Baltimore, Baltimore, MD</b>	<b>\$85.00</b>

Funding for this contract will be provided by the Office of Maintenance's operating budget, under the direction of Cornell Brown, Administrator.

**3. Contracted Services: McDonnell/Miller Cutoffs Preventative Maintenance, Installation & Repair Services Estimated Annual Award: \$100,000  
Five-year Bid Estimated Award Value: \$500,000  
**Contract #3-309-03****

A bid for a five-year contract to qualify and select contractor(s) to provide inspection, installation, and repair services for McDonnell/Miller cutoff valves for the Baltimore County Public Schools was issued on July 25, 2002, to 27 vendors. Proposals were received from eight vendors with one no-bid.

It is the intent of the Office of Maintenance to start the implementation of a proactive preventative maintenance program for McDonnell/Miller Cutoffs. The Office of Maintenance wants to have each site inspected yearly either by Baltimore County Public Schools staff and/or by an outside contractor. Additional inspections shall be on an "as-needed" basis and upon a formal request by the Office of Maintenance.

The specifications were developed in conjunction with the Office of Maintenance and the bidders at a prebid conference. The cutoff valves are installed in conjunction with hot water generators and are utilized as "safety valves" for these units to protect against severe damage. Existing systems in the schools must be tested according to present "life safety codes." Currently, the majority of the cutoff valves installed in the schools are the McDonnell/Miller cutoff valves. Additionally, the bid has a provision that the award bidders would be responsible for inspection, installation, and repair services of "any manufacturer" of cutoff valves. Recommendation of award is to the following contractors as the responsive and responsible bidders offering the most favorable bid prices:

<u>Award</u>	<u>Company</u>	<u>Hourly Rate</u>
<b>Primary</b>	<b>R. F. Warder Company, Baltimore, MD</b>	<b>\$53.00</b>
<b>Secondary</b>	<b>Chasney &amp; Co., Inc., Baltimore, MD</b>	<b>\$54.00</b>
<b>Tertiary</b>	<b>Industrial Maintenance &amp; Repair, Inc., Baltimore, MD</b>	<b>\$55.00</b>
Not awarded	Chilmar Corp.	\$58.00
Not awarded	M & M Welding & Fabricators, Inc.	\$58.90
Not awarded	Denver-Eleck, Inc.	\$60.00
Not awarded	Dynastics, Inc.	\$65.00
Not awarded	G & L Mechanical Services, Inc.	\$80.00

Funding for this contract will be provided by the Office of Maintenance operating budget, under the direction of Cornell Brown, Administrator.

4. **Contracted Services: PVI Hot Water Generators Preventative Maintenance, Installation & Repair Services**      **Estimated Annual Award: \$100,000**  
**Five-Year Bid**      **Estimated Award Value: \$500,000**  
**Contract #3-312-03**

A bid for a five-year contract to qualify and select contractor(s) to provide inspection, installation, and repair services for PVI hot water generators for Baltimore County Public Schools was issued on July 25, 2002, to 28 vendors. Proposals were received from four vendors.

The specifications were developed in conjunction with the Office of Maintenance and the bidders at a prebid conference. The PVI hot water generators are installed in many schools and are utilized as a source of hot water throughout the building. Existing systems in the schools must be inspected according to present "life safety codes." Currently, the majority of the hot water generators installed in the schools are the PVI hot water generators. Additionally, the bid has a provision that the award bidders would be responsible for inspection, installation and repair services of "any manufacturer" of hot water generators. Recommendation of award is to all of the following contractors as the responsive and responsible bidders offering the most favorable bid prices:

<u>Award</u>	<u>Company</u>	<u>Hourly Rate</u>
Primary	Industrial Maintenance & Repair, Inc., Baltimore, MD	\$55.00
Secondary	R. F. Warder Company, Baltimore, MD	\$55.50
Tertiary	Denver-Eleck, Inc., Baltimore, MD	\$64.00
Fourth	Dynastics, Inc., Baltimore, MD	\$65.00

Funding for this contract will be provided by the Office of Maintenance operating budget, under the direction of Cornell Brown, Administrator.

5. **Contracted Services: Security Systems Preventative Maintenance, Installation & Repair Services**      **Estimated Annual Award: \$350,000**  
**Five-Year Bid**      **Annual Award Value: \$1,750,000**  
**Contract #3-315-03**

A bid for a five-year contract to qualify and select contractor(s) to provide inspection, installation, and repair services for security systems for the Baltimore County Public Schools was issued on July 25, 2002, to 19 vendors. Proposals were received from ten vendors.

The specifications were developed in conjunction with the Office of Maintenance and the bidders at a prebid conference. The security systems are installed in all schools and are an integral part of the building. Existing systems in the schools must be inspected according to present "life safety codes" and to assure efficient operation. Recommendation of award is to the following five contractors as the responsive and responsible bidders offering the most favorable hourly rate prices:

<u>Award</u>	<u>Company</u>	<u>Hourly Rate</u>
<b>Primary</b>	<b>Ark Systems Inc., Columbia, MD</b>	<b>\$40.95</b>
<b>Secondary</b>	<b>Plexus, Wilmington, DE</b>	<b>\$42.00</b>
<b>Tertiary</b>	<b>SPC, Inc., Laurel, MD</b>	<b>\$43.00</b>
<b>Fourth</b>	<b>Device Systems Technology, Abingdon, MD</b>	<b>\$44.17</b>
<b>Fifth</b>	<b>Trojan Alarm Solutions, Inc., Chase, MD</b>	<b>\$44.63</b>
No award	Kipp Visual & Security Systems, Baltimore, MD	\$46.50
No award	ISII Security, Inc., Wilmington, DE	\$47.55
No award	S31, Wilmington, DE	\$50.00
No award	Netversant And Solutions, Baltimore, MD	\$68.00
No award	Sonitrol Of Baltimore, Baltimore MD	\$85.00

Funding for this contract will be provided by the Office of Maintenance's operating budget, under the direction of Cornell Brown, Administrator.

6. **Contracted Services: Steam Traps**                      **Estimated Annual Award: \$100,000**  
**Preventative Maintenance, Installation**            **Estimated Award Value: \$300,000**  
**& Repair Services**  
**Five-Year Bid**  
**Contract #3-313-03**

A bid for a five-year contract to qualify and select contractor(s) to provide inspection, installation, and repair services for steam traps for the Baltimore County Public Schools was issued on July 25, 2002, to 28 vendors. Proposals were received from seven vendors.

The specifications were developed in conjunction with the Office of Maintenance and the bidders at a pre-bid conference. The steam traps are installed in many schools and are an integral part of the heating system throughout the building. Existing systems in the schools must be inspected according to present "life safety codes" and to assure efficient operation. Recommendation of award is to all of the following contractors as the responsive and responsible bidders offering the most favorable bid prices:

<u>Award</u>	<u>Company</u>	<u>Hourly Rate</u>
<b>Primary</b>	<b>Chilmar Corporation, Baltimore, MD</b>	<b>\$44.00</b>
<b>Secondary</b>	<b>R. F. Warder Company, Baltimore, MD</b>	<b>\$51.50</b>
<b>Tertiary</b>	<b>Denver-Eleck, Inc., Baltimore, MD</b>	<b>\$52.00</b>
<b>Fourth</b>	<b>Chasney &amp; Co., Inc., Baltimore, MD</b>	<b>\$54.00</b>
<b>Fifth</b>	<b>Industrial Maintenance. &amp; Repair, Inc., Baltimore, MD</b>	<b>\$55.00</b>
<b>Sixth</b>	<b>Dynastics, Inc., Baltimore, MD</b>	<b>\$65.00</b>
<b>Seventh</b>	<b>MVP, Inc., Baltimore, MD</b>	<b>\$65.00</b>

Funding for this contract will be provided by the Office of Maintenance operating budget, under the direction of Cornell Brown, Administrator.

7. **Corrugated Cartons (Boxes)** **Estimated Award Value: \$27,420**  
**Contract #JCO-408-03**

A bid for the purchase of corrugated cartons (boxes) was issued on August 29, 2002, to 28 vendors. Responses were received from six vendors.

The bid specifications were designed to allow the bidders to submit a proposal for “new” and “used” corrugated cartons. The cartons are purchased by Distribution Services for use by the schools and offices when relocating or while renovation projects are in process. Distribution Services will purchase the “used” cartons, for moving purposes, only after inspection.

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

**New Cartons**

<b>Atlas Container Corporation, Severn, MD</b>	<b>\$.524/ea</b>
Bulk Packaging USA, Wayne, NJ	.579/ea
Wagner Bros. Containers, Baltimore, MD	.579/ea
State Use Industries, Jessup, MD	.60/ea
Packaging Control Corporation, York, PA	.627/ea

**Used Cartons**

<b>ABC Box Company, Baltimore, MD</b>	<b>\$ .39/ea</b>
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The estimated contract value is \$27,420. Funding will be provided by the operating budget of Distribution Services.

**8. Food Service:  
Kitchen Equipment Maintenance  
Two-year Contract  
Contract #4-403-03**

**Estimated Annual Award: \$131,816  
Estimated Award Value: \$263,632**

A bid for contracted services for the repair of kitchen equipment (Area I: Refrigeration and Area II: Mechanical Equipment) to include preventive maintenance for refrigeration was issued on June 20, 2002, to replace the contract awarded to Adler Services Group, Inc., at the Board Meeting of May 15, 2001, for the period of July 1, 2001, through June 30, 2004. Adler Services Group, Inc., filed chapter 11 bankruptcy and closed their business on May 30, 2002. The bid was issued to 33 vendors. Responses were received from 11 vendors of which three were no-bid responses and one was rejected as non-responsive.

For the purpose of this bid, the food service locations have been divided into two geographical areas by the Office of Food and Nutrition Services. This is a multi-year bid (two years) and the bid specifications were designed to allow the vendors to bid by geographical area with an hourly time/materials rate.<sup>1</sup>

**Part One: Refrigeration Preventive Maintenance**

<b>Area I</b>	<b>Cost Per School</b>	
	<b><u>Elementary (54)</u></b>	<b><u>Secondary (24)</u></b>
<b>Control Tec, Inc., Baltimore, MD</b>	<b>\$150.00</b>	<b>\$300.00</b>
Rock Spring Heating, Bel Air, MD	164.50	259.00
EMR, Inc., Baltimore, MD	170.00	255.00
Applied Systems, Inc., Reisterstown, MD	177.00	177.00
RJH AC/Refrigeration, Beltsville, MD	406.00	380.00
Hobart, Inc. Baltimore, MD	NB	NB

**Part One: Refrigeration Equipment Repairs**

<b>Area I</b>	<b><u>Hourly Rate</u></b>	<b><u>Parts (Mfg. List)</u></b>
<b>Control Tec, Inc.</b>	<b>\$47.00</b>	<b>15% mark-up</b>
Applied Systems, Inc.	58.00	5% mark-up
Rock Springs Heating	63.00	14% mark-up
EMR, Inc.	85.00	25% mark-up
RJH AC/Refrigeration	85.00	40% mark-up
Hobart, Inc.	NB	NB

**Part Two: Mechanical Equipment**

<b>Area II</b>	<b><u>Hourly Rate</u></b>	<b><u>Parts (Mfg. List)</u></b>
<b>Control Tec, Inc.</b>	<b>\$47.00</b>	<b>15% mark-up</b>
Applied Systems, Inc.	58.00	5% mark-up
Rock Spring Heating	NB	NB

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<sup>1</sup> See Attachment C

EMR, Inc.	85.00	10% mark-up
RJH AC/Refrigeration	85.00	40% mark-up
Hobart, Inc.	94.00	0% mark-up

Award of contract is recommended to the lowest bidder meeting all specifications, **Control Tec, Inc., Baltimore, MD**, in the estimated amount of \$88,253 for the refrigeration preventive maintenance/repairs and \$43, 563 for the mechanical equipment repairs for a total estimated award value of \$131,816 for one year. Funding will be provided by the Office of Food and Nutrition Services.

9. **Information Technology:** **Estimated Annual Award: \$165,000**  
**Contracted Services:** **Estimated Award Value: \$660,000**  
**Support and Integration Services**  
**Four-Year Bid**  
**MCPS #7085.1**

Approval is requested to utilize contract awards established by Montgomery County Public Schools through its competitive solicitation RFP 7085.1. This is a multiple-award solicitation for Local Area Network and Wide Area Network systems' integration, project management, and support services. Refer to Attachment A for the rate tabulation.

BCPS' Department of Technology requires these services to complete and maintain the infrastructure that supports technology and data communications. Utilization of the following award bidders will be based on availability and best rate: **CMS Information Services, Vienna, VA; Datanamics, Gaithersburg, MD; Ease Technologies, Columbia, MD; Net Results, Columbia, MD; Data Networks, Hunt Valley, MD; Digital Support, Chantilly, VA; and EER Systems, Rockville, MD.** Funding will be provided through the operating budget of the Department of Technology.

10. **Paper: Dual Purpose** **Estimated Award Value: \$1,017,545**  
**Contract #JCO-409-03**

A bid for the annual price agreement for the purchase of dual-purpose paper for use in copiers, laser printers, and duplicating equipment for all schools and offices was issued on September 5, 2002, to 14 vendors. Responses were received from six vendors of which two vendors submitted no-bid responses.

The bid supports the purchase of six types of 8 1/2" x 11" paper: 36,000 cartons, white; 8400 cartons, white, 3-hole drilled; 1350 cartons, blue; 1800 cartons, canary; 1360 cartons, green; 1340 cartons, pink; and 130 cartons of white, legal size (8 1/2" x 14") for delivery to Distribution Services on an as-needed basis. Schools and offices may then requisition the paper as needed.

<b>RIS Paper Company, Inc., Capitol Heights, MD</b>	<b>\$1, 017,545</b>
Xpedx, Inc., Hanover, MD	1,018,453
Frank Parsons/White Rose Division, Baltimore, MD	1,022,853
Xerox Corporation, Towson, MD	1,044,607

An award of contract is recommended to the lowest bidder meeting all specifications, **RIS Paper Company, Inc.**, in the estimated award value of \$1,017,545. Funding will be provided by the operating budget of the Office of Distribution Services and the individual school operating budgets.

11. **Special Education: Assistive Technology** **Estimated Annual Award: \$100,000**  
**Two-Year Bid** **Estimated Award Value: \$200,000**  
**Contract #2-298-03**

A bid for Alpha Smart Keyboard portable word processors was issued on August 15, 2002, to 14 vendors. Responses were received from seven vendors, four of which were no-bid responses. Refer to Attachment B for a price tabulation.

Portable word processors are provided to selected students that have difficulty, through a variety of impairments, to write by hand. Students use the word processor to take notes in class and participate in classroom assignments. At home, students uploaded their class files to either their Apple computers or PCs.

Recommendation of award is to **K-12 Micromedia Publishing, Inc., Mahwah, NJ**, in the estimated amount of \$200,000. Funding will be provided through the Office of Assistive Technology.

## Attachment A

MONTGOMERY COUNTY PUBLIC SCHOOLS  
RFP # 7085.1, Information Technology Support and Integration Services

HOURLY RATE PER HOUR

	Project Manager	Systems <u>Consultant/Analyst</u>	Sr. LAN/WAN <u>Specialist</u>	Jr. LAN/WAN <u>Specialist</u>	<u>PC Technician</u>	Integration Support <u>Technician</u>
Cost Management Systems	\$106.00	\$134.00	\$92.00	\$78.00	\$55.00	\$44.00
Data Networks	\$95.00	\$125.00	\$95.00	\$55.00	\$40.00	\$55.00
Datanamics	\$69.98	\$76.51	\$47.85	\$29.35	\$26.10	\$29.24
Digital Support Corp.	\$85.31	\$68.25	\$63.98	\$52.18	\$40.39	\$36.12
Ease Technologies	\$105.00	\$115.00	\$99.00	\$84.00	\$59.00	\$42.00
EER Systems	\$119.05	\$99.41	\$62.49	\$42.47	\$32.68	\$30.49
Net Results	\$75.00	\$75.00	\$65.00	\$50.00	\$35.00	\$35.00

## ATTACHMENT B

BALTIMORE COUNTY PUBLIC SCHOOLS  
OFFICE OF PURCHASING  
ALPHA SMART KEYBOARDS  
BID# 2-298-03

VENDOR	ITEM# 1
Alpha Smart Inc, Los Gatos, CA	\$205.00
COMARK Inc, Bloomingdale, IL	NB
CTL Computers, Multiwave Div., Industry, CA	NB
Crawford Technical Services Inc., Lanham, MD	\$230.84
DataNetworks, Hunt Valley, MD	NB
K-12 Micromedia Publishing, Inc., Mahwah, NJ	\$189.00
PC Mall Gov. Inc., Torrance, CA	NB

**Attachment C: Food Service: Kitchen Equipment Maintenance**  
**Contract #4-403-03 (2-year contract)**

The bid specifications were designed to allow the vendors to bid a rate for preventative maintenance per school twice a year, as well as an hourly time/materials rate for any equipment repairs that were found to be necessary for refrigeration and mechanical equipment. The awarded vendor could have been awarded either category or both. In this particular case, the same vendor did receive both refrigeration and mechanical.

The award of contract is based on the aggregate amount of each vendor to service 54 elementary schools and 24 secondary schools plus their time and material costs for each area of Refrigeration Equipment Repairs and Mechanical Equipment Repairs based on prior years budget experience.

	Refrigeration Preventive Maintenance/Repairs	Mechanical Equipment Repairs	TOTAL
<b>Control Tec, Inc., Baltimore, MD</b>	<b>\$ 88,253.00</b>	<b>\$43,563.00</b>	<b>\$131,816.00</b>
Rock Spring Heating, Bel Air, MD	96,941.00	NB	
EMR, Inc., Baltimore, MD	119,350.00	54,125.00	173,475.00
Applied Systems, Inc., Reisterstown, MD	91,227.00	46,325.00	137,552.00
RJH AC/Refrigeration, Beltsville, MD	162,376.00	65,188.00	227,569.00
Hobart, Inc. Baltimore, MD	NB	61,125.00	

Award of contract is recommended to the lowest bidder meeting all specifications, **Control Tec, Inc., Baltimore, MD**, will be awarded the new contract to replace Alder Services Group, Inc., based on the total estimated aggregate award value of \$131,816 for one year. The Office of Food and Nutrition Services will provide funding.