

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: December 3, 2002
TO: BOARD OF EDUCATION
FROM: Dr. J. Hairston, Superintendent
SUBJECT: Recommendations for Award of Contracts
Board Exhibit – December 17, 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 contract recommendations.

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

RG/caj

Appendix I – Recommendations for Award of Contracts – Board Exhibit

**Recommendations for Award of Contracts
Board Exhibit – December 17, 2002**

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

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 solicitation. The following contract is an indefinite-quantity contract, 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 the 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 types of services, availability of the contractors when called upon to do work, and the urgency to have the work done within a specified timeframe, the award of contract may be made to five contractors for this 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 contract, 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.

- 1. Contracted Services: Plumbing Services Estimated Annual Value: \$500,000
 Five-year Contract Estimated Award Value: \$2,500,000
 Contract #RHA-327-03**

A bid for a five-year contract to qualify and select contractors to provide troubleshooting, installation, and repair services for plumbing in Baltimore County Public Schools was issued on October 17, 2002, to 25 vendors. Proposals were received from 12 vendors, including six no-bids and one bid being found to be non-responsive.

The specifications were developed in conjunction with the Office of Maintenance and prospective bidders at a pre-bid conference. It is the intent of the Office of Maintenance to have five contractors *on call* to do plumbing services and troubleshooting of existing systems and to provide installation of new work.

This contract will be utilized by the Offices of Maintenance, Construction, and Food and Nutrition Services. Bidders provided a price for a journeyman plumber and a separate price for an apprentice. The following rates are the combined hourly rates for two people to be on site working: a master plumber with a helper.

Award	Company	Hourly Rate
Primary	Denver Elek Inc., Baltimore MD	\$47.73
Secondary	Phillips Way, Owings Mills, MD	\$57.00
Tertiary	G.E. Tignall & Company Inc., Cockeysville, MD	\$61.50
Fourth	Chilmar Corporation, Baltimore, MD	\$78.00
Fifth	Madison Mechanical Inc., Marriottsville, MD	\$84.00

Recommendation of award is to the above contractors in each area as the responsive and responsible bidders offering the most favorable bid prices. The funding for this contract will be provided by the Office of Maintenance’s operating budget, the Office of Food and Nutrition Services, Aging School funding, and individual school accounts.

2. Campus Beverage Contracts Estimated Annual Value: \$235,000
Five-year Contract Estimated Award Value: \$1,175,000

Approval for these multi-year contracts is requested for the purchase of various beverages and dispensing equipment for canned fruit drinks, ice tea, lemonade, bottled water, carbonated beverages, and fruit juices furnished by the vending service providers (VSP): The Mid-Atlantic Coca-Cola Bottling Company, Inc., for Pikesville (\$40,000) and Franklin (\$50,000) High Schools, and with Pepsi Bottling Group for Chesapeake (\$35,000), Dundalk (\$50,000), and Lansdowne (\$60,000) High Schools. Contracts are pending for New Town and Hereford High Schools for an as-yet-undetermined amount with a VSP to be determined.

There are currently 125 campuses, or 73 percent of the schools in BCPS, that have a VSP contract that pays the campus a commission; 9 campuses have a VSP agreement that does not provide a commission payment; 23 campuses do not have a VSP but provide their own vending activity by purchasing soda and/or snacks and selling the products at the school; and 5 schools have a combination of a VSP with commission and self-stocked vending.

These are multi-year contracts (5 years), which call for the VSPs to supply vending machines, stock the vending machines with their particular products, collect the money from the machines, and send a commission check to the schools based on the gross revenues generated from the vending sales. In return for these vending rights, each school receives from the VSP an agreed upon cash sponsorship fee or product in kind based upon historical data of soft drink utilization. These vending rights allow for the placement of vending equipment in the various campus locations excluding the facilities under the operation of the BCPS' Office of Food and Nutrition Services for the term of the contract. In accordance with current MSDE policy, the machines are turned off during the hours that the Office of Food and Nutrition Services is serving meals and therefore do not directly compete with the food and nutrition program. During the term of the contract the school system agrees that no product, other than that offered by the awarded VSP, will be placed in or displayed on campus, except in the area operated by the Office of Food and Nutrition Services, and that no competitive products shall be used or sold on the premises during school sponsored events. All proceeds are deposited in the campus student activity fund and used for benefit of the students at that campus. There is no rental fee or cost for the vending machines. The beverage products are delivered by the following companies directly to the campus on an as-needed basis.

The Pepsi Bottling Group, Cheverly, MD

Carbonated Beverages: Pepsi, Caffeine Free Pepsi, Diet Caffeine Pepsi, Diet Pepsi, Swepps (Ginger ale), Sierra Mist (Lemon/Lime).

Mid-Atlantic Coca-Cola Bottling Company, Inc. Baltimore, MD

Carbonated Beverages: Coca-Cola, Coca-Cola Classic, Diet Coke, Sprite, and Diet Sprite.
Non-carbonated Beverages: Fruitopia, Minute Maid Juices, Powerade, and Bottled Water

The agreements are requirements contracts with quantities projected by the VSP. BCPS offers no guarantee that the estimated quantities will be met and/or exceeded. The total-dollar value of the contract is estimated with the final-dollar amount determined by the actual products purchased during the contract period. The approval of these contracts is in keeping with BCPS' Board of Education Policy 3000, to explore all practical and legal sources of income, and Policy 1400, allowing individual schools to enter into a relationship with a private business firm to generate funds.

The total award of these seven contracts is estimated to be \$1,175,000, or more, for the five-year term. There is no BCPS funding involved.

**3. RFI: Computer Memory Modules Estimated Award Value: \$150,000
Contract #RHA-339-03**

A request for information was issued to 51 vendors on October 3, 2002, for establishing a *pre-qualified vendor* list to be used to obtain quotes for firm-fixed pricing for computer memory modules on an *as-needed* basis. Due to the price of memory modules fluctuating on a daily basis, most vendors are not able to maintain pricing for extended periods of times. It is the intent to be able to email all award bidders to obtain a firm-fixed price for their memory modules. Then a purchase order can be completed within 72 hours of receipt of the quotes. Proposals were received from 16 vendors.

This is an indefinite-quantity contract and will serve as the source document for the memory modules until October 31, 2003. This contract is extendable up to one additional year. The specifications were developed in conjunction with the Office of Information Technology. The solicitation identifies the products that are acceptable and requires all bidders to provide insurance, shipping, and technical support within their pricing. Additionally, bidders are required to warrant their products for life. Recommendation is being made to the following 16 participants that provided the required documentation and affidavits.

Asset Recovery Solutions, Rockville, MD
Azarat Marketing Group, Miami, FL
Communication & Tech, Inc., Gaithersburg, MD
Creative Source Unlimited, Inc., College Park, GA
Disys, Chantilly, VA
Newerram Memory, Dallas, TX
Grrasp, Inc., Bethesda, MD
Landon Systems, Corp., Westminster, MD
Lifetime Memory Products, Inc., Irvine, CA
Magothy Technology, LLC, Pasadena, MD
Micro Pro, Inc., Cleveland, OH
NIS Solutions, Inc., Sterling, VA
Peripheral Enhancements, Ada, OK
Rocky Mountain Ram, King Of Prussia, PA
SPS, Inc., Rockville, MD
Washington Square Associates, Inc., Arlington, VA

The contract value is estimated to be approximately \$150,000 per year, but may vary greatly depending upon the needs of the system. Funding for the memory modules will be through the Office of Information Technology's operating budget, individual school operating budgets, and grant funding.

4. **School Buses**
Six-month Contract
Contract #PCR-204-03

Award Value: \$4,374,647

A bid for the purchase of the following school buses was issued on October 17, 2002, to ten vendors. Responses were received from four vendors.

1. 37 GROUP I buses that accommodate 64 walk-on passengers.
2. 42 GROUP III buses configured to accommodate 20 walk-on passengers and 3 wheelchair passengers.
3. 1 GROUP IV type D transit-style (municipal style, flat front) buses configured to accommodate 66 walk-on passengers and one wheel chair passenger.

Awards of contract are recommended to the lowest bidder meeting all specifications:

GROUP I: District International Hyattsville, MD in the amount of \$1,941,797
 GROUP II: West End Service Ellicott City, MD in the amount of \$2,432,850
 GROUP IV: Not purchased

The purchase will be funded by a multi-year lease purchase agreement.

The bid was designed to allow for the purchase of a completed school bus from a single vendor, or for the purchase of the chassis and body from separate vendors with the body vendor completing the final assembly. All bidders responded only with a completed unit proposal.

ITEM	American Bus	District International	West End Service	Harbor Truck Sales
Group I.1 (Complete)				
Unit Price	\$52,777.00	\$52,481.00	\$53,395.63	NB
Group III.1 (Complete)				
Unit Price	\$58,135.00	\$58,355.00	\$57,924.63	
Option I-Air Conditioning	\$5,180.00 + \$1,600.00	\$6,453.00	\$5,704.84	
Group IV.1 (Complete)				
Unit Price	\$67,006.00	\$71,980.00	NB	

5. Supply Contract: Various Types of Sod Estimated Annual Value: \$40,000
Three-year Bid Estimated Award Value: \$120,000
Contract #RHA-321-03

At the request of the Office of Maintenance, a three-year bid was issued on October 10, 2002, for various types of sod to six vendors. Bids were received from three vendors including one no-bid response. The specifications were developed in conjunction with the Office of Grounds and prospective bidders at a pre-bid meeting. The specifications were to identify products and to obtain firm-fixed pricing for the purchase and delivery of the sod to be installed by the Office of Grounds.

Pricing shall remain firm through December 31, 2003. After this date, it is the award bidder's responsibility to notify the Office of Purchasing, at least 90 days in advance, of any change in pricing from the manufacturer. BCPS reserves the rights to accept or reject a price increase within 30 days of being notified. Pricing can only be adjusted based upon the manufacturer's increase/decrease in the price of materials to the award vendor. BCPS also reserves the right to terminate the contract on any or all items, with a 30-day notice, and to re-bid.

<u>Product</u>	<u>Aldino Sod Farm, Inc.</u> <u>Churchville, MD</u>	<u>Green Manor Turf Farm, Inc.</u> <u>Sykesville, MD</u>
Rolls of Bluegrass	\$.22 sq. ft. delivered	no bid
Rolls of Tall Fescue	\$.22 sq. ft. delivered	no bid
Palletized Bluegrass	\$.22 sq. ft. delivered	\$.30 sq. ft. delivered
Palletized Tall Fescue	\$.22 sq. ft. delivered	\$.30 sq. ft. delivered
Palletized Bluegrass	\$.16 sq. ft. picked up	\$.18 sq. ft. picked up
Palletized Tall Fescue	\$.16 sq. ft. picked up	\$.18 sq. ft. picked up

Award of contract for the various types of sod is recommended to **Aldino Sod Farm, Inc., Churchville, MD**, as the responsive and responsible vendor offering the lowest per-square-foot price. The estimated award value for this contract is \$40,000, annually, based upon historical purchase of these products. Funding will be provided by the operating budgets of the Office of Grounds, Aging School Funding, Capital Projects, and individual schools.