

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: June 10, 2008

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

RE: **RECOMMENDATIONS FOR AWARD OF CONTRACTS**

ORIGINATOR: J. Robert Haines, Esq., Deputy Superintendent

PERSON(S): Rick Gay, Manager, Office of Purchasing
Michael Sines, Executive Director, Department of Physical Facilities

RECOMMENDATION

That the Board of Education approves the following contract recommendations.

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

**Recommendations for Award of Contracts
Board Exhibit – June 10, 2008**

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

- 1. Contract Modification:** Amendment #3 to the BCPS Pulaski Lease
Contract #: RGA-165-06

Term: 1 year, 10 mos. **Extension:** 5 years **Contract Ending Date:** 6/30/15
Estimated annual award value: \$1,042,330
Estimated total award value: \$7,296,310

Description:

On August 9, 2005, the Board approved a lease for office space at 9600 Pulaski Park Drive, Suites 305, 306, and 307 containing 26,400 square feet for the relocation of the Offices of Math, Science, and Media Services from the ESS building. The lease calls for a 3 percent annual increase in the cost of the lease at the time of the extension.

An amendment to the current lease of the Pulaski office space is needed, since approximately 3,900 square feet is no longer necessary at 9600 Pulaski Park Drive, Suite 101, as of October 10, 2008. Offices that have been occupying these premises will be relocating to the central area.

Recommendation:

Award of contract modification is recommended to:

Merritt Management Corp, LLC Baltimore, MD

Responsible school or office: Department of Planning and Support Operations

Contact person: Michele Prumo

Funding source: Operating budget

PDK Audit Alignment: None

Explanatory Details: The PDK Audit does not address this item.

2. Contract Modification: Amendment #8 to the BCPS Timonium Lease
Contract #: RGA-134-05

Term: 4 years **Extension:** 0 **Contract Ending Date:** 6/30/13
Estimated annual award value: \$1,325,606
Estimated total award value: \$5,544,286

Description:

On August 8, 2004, the Board approved Amendment #7 to the current contract lease to provide for an additional 4,200 square feet to accommodate the requirements for secure and confidential storage of testing materials and to provide secure storage for seasonal physical educational equipment. The total square footage being leased is 62,475.

An amendment to the current lease of the Timonium office space is needed to provide an additional 20,349 square feet to accommodate the relocation of approximately six offices in the Department of Human Resources. These offices need to be relocated due to construction of an elevator in the Human Resources Building, Greenwood Campus, which will cause the loss of office space. The additional square footage will also provide office space for instructional technology and career and technology education. The new total square footage being leased will be 82,824. The lease calls for a 3 percent annual increase in the cost of the lease. Additionally, this amendment includes the return to the landlord of 4, 200 square feet which will no longer be needed.

Recommendation:

Award of contract modification is recommended to:

Merritt Management Corp, LLC Baltimore, MD

Responsible school or office: Department of Planning and Support Operations

Contact person: Michele Prumo

Funding source: Operating budget

PDK Audit Alignment: None

Explanatory Details: PDK Audit does not address this item.

3. Contract: Biology Curriculum Textbooks and Support Materials
Contract #: RGA-176-08

Term: N/A **Extension:** 0 **Contract Ending Date:** Until replaced
Estimated total award value: \$226,706

Bid issued: N/A
Pre-bid meeting date: N/A
Due date: N/A
No. of vendors issued to: N/A
No. of bids received: N/A
No. of no-bids received: N/A

Description:

This contract consists of student textbooks and materials as well as teacher materials to replace the current instructional materials for the biology course originally purchased in 1997.

Biology by Miller and Levine was selected using the process outlined in Policy and Rule 6163.2. This textbook provides the best match to the BCPS biology curriculum and the MSDE High School Core Learning Goals for biology (Goal 3.0). The program provides a flexible sequence of topics that can be rearranged into a personalized curriculum that matches the sequence preferred by the BCPS system. The professional development and supplemental materials included in the teacher ancillary package will benefit new and veteran teachers as they plan for instruction. Multiple teaching strategies are suggested throughout the text and ancillary materials, and content and approaches to instruction are differentiated for all students, *i.e.* English language learners (ELL), special needs, below-level, on-level, and advanced. The “Review Section” for each lesson provides opportunities for teachers to assess student learning daily through questions that are framed in a style of the high school assessment (HSA). Student Workbook B is also provided to differentiate instruction and text features for students with reading difficulties.

Recommendation:

Award of contract is recommended to:

Pearson Prentice Hall

Lebanon, IN

Responsible school or office:

Office of Science PreK-12

Contact person:	George Newberry
Funding source:	Operating budget
PDK Audit Alignment:	Recommendation A.3.1.
Explanatory Details:	Recommendations provided on pages 352-353 of the PDK Audit report identify rigor, prerequisite skills, teaching strategies to guide instruction, differentiation strategies, including strategies for re-teaching and extension, and making connections to other content areas, specifically mathematics and language arts, as needs or areas for improvement of existing science curricula.

4. Contract: Board of Education Hearing Examiner
Contract #: RGA-178-08

Term: 1 year **Extension:** 0 **Contract Ending Date:** 6/30/09
Estimated annual award value: \$130,000
Estimated total award value: \$130,000

Bid issued: N/A
Pre-bid meeting date: N/A
Due date: N/A
No. of vendors issued to: N/A
No. of no-bids received: N/A
No. of bids received: N/A

Description:

The Board retains the services of hearing examiners for cases that are referred to him/her pursuant to Board of Education Policy 8339. Each of the persons listed is currently serving in the capacity of hearing examiner.

Recommendation:

Award of contract is recommended to:

John A. Austin, Esquire	Towson, MD
Jeff Griffith, Esquire	Westminster, MD
Gordon L. Peltz, Esquire	Towson, MD
Carolyn H. Thaler, Esquire	Towson, MD

Responsible school or office: Law Office

Contact person: Margaret-Ann F. Howie, Esq.

Funding source: Operating budget

PDK Audit Alignment: None

Explanatory Details: The PDK audit does not address this item.

5. Contract: Explore Colleges
Contract #: RGA-174-08

Term: 4 years **Extension:** 0 **Contract Ending Date:** 6/30/12
Estimated annual award value: \$ 45,000
Estimated total award value: \$180,000

Bid issued: N/A
Pre-bid meeting date: N/A
Due date: N/A
No. of vendors issued to: N/A
No. of bids received: N/A
No. of no-bids received: N/A

Description:

This contract consists of motor coach transportation and escorted walking tours of campuses with an Explore Colleges' staff member. Explore Colleges structures campus visits to ensure the students have an opportunity to preview, first-hand, the culture and the environment of the colleges and universities. During each visit, in addition to a comprehensive tour, information is provided regarding tuition rates, board, housing information, test scores, and GPA requirements.

Recommendation:

Award of contract is recommended to:

Explore Colleges	Hunt Valley, MD
Responsible school or office:	Special Programs, PreK-12
Contact person:	Sonja Karwacki
Funding source:	Gear Up Grant
PDK Audit Alignment:	None
Explanatory Details:	The PDK audit does not address this item.

6. Contract: Microsoft Premier Support Services
Contract #: JMI-643-08

Term: Until replaced **Extension:** N/A **Contract Ending Date:** Until replaced
Estimated annual award value: \$100,000

Bid issued: N/A
Pre-bid meeting date: N/A
Due date: N/A
No. of vendors issued to: N/A
No. of bids received: N/A
No. of no-bids received: N/A

Description:

This contract consists of Microsoft Premier Support Services that will provide a single point of contact for technical issues involving Microsoft products. Direct support from Microsoft is critical in emergency situations that require immediate and personal assistance.

Superintendent’s Rule 3215 creates guidelines and procedures for sole-source procurement only under specific guidelines. The rule permits a sole-source contract when the Office of Purchasing determines that it would be advantageous or that it would be impractical to seek or utilize another source when the requirement is only available from a single source and when the compatibility of equipment, accessories, or replacement parts is the paramount consideration.

Recommendation:

Award of contract is recommended to:

Microsoft Corporation	Redmond, WA
Responsible school or office:	Department of Technology
Contact person:	Michael Goodhues
Funding source:	Operating budget
PDK Audit Alignment:	None
Explanatory Details:	The PDK audit does not address this item.

7. Contract: Produce
Contract #: MBU-584-08

Term: 1 year **Extension:** 2 years **Contract Ending Date:** 6/30/11
Estimated annual award value: \$ 950,000
Estimated total award value: \$2,850,000

Bid issued: March 6, 2008
Pre-bid meeting date: N/A
Due date: April 3, 2008
No. of vendors issued to: 6
No. of bids received: 3
No. of no-bids received: 0

Description:

This contract consists of supplying produce for the Food and Nutrition Services program.

Recommendation:

Award of contract is recommended to:

Keany Produce Company

Landover, MD

Responsible school or office:

Office of Food and Nutrition Services

Contact person:

Karen Levenstein

Funding source:

Operating budget

PDK Audit Alignment:

None

Explanatory Details:

The PDK audit does not address this item.

8. Contract: Reasonable Accommodations for Disabilities Online Training Course
Contract #: RGA-175-08

Term: 2 years **Extension:** 0 **Contract Ending Date:** 6/30/10
Estimated first year award value: \$25,990
Estimated second year award value: \$15,802
Estimated total award value: \$41,792

Bid issued: N/A
Pre-bid meeting date: N/A
Due date: N/A
No. of vendors issued to: N/A
No. of bids received: N/A
No. of no-bids received: N/A

Description:

This contract consists of providing an online training course for administrators and supervisors to comply with the Americans with Disabilities Act. The contract provides up to 2,500 course uses over a 24-month period. The course is designed to inform administrative staff about the board's policies on accommodating disabilities and the confidentiality of medical information. The course will include a question and answer whiteboard to answer employees' specific questions. At the conclusion of the course, employees will be able to take a quiz to validate their understanding of the policy and print documentation to validate that they have completed the course.

Recommendation:

Award of contract is recommended to:

Globalcompliance.com

Charlotte, NC

Responsible school or offices:

Department of Human Resources
The Law Office

Contact person:

Dr. Frances D. Allen
Margaret-Ann Howie, Esq.

Funding source:

Operating budget

PDK Audit Alignment:

None

Explanatory Details:

The PDK Audit does not address this item.

9. Contract: Sixth Grade Mathematics Curriculum Textbooks and Support Materials
Contract #: RGA-172-08

Term: N/A **Extension:** 0 **Contract Ending Date:** Until replaced
Estimated total award value: \$303,586

Bid issued: N/A
Pre-bid meeting date: N/A
Due date: N/A
No. of vendors issued to: N/A
No. of bids received: N/A
No. of no-bids received: N/A

Description:

This contract consists of student textbooks, materials, and teacher materials to replace the current instructional materials for the sixth grade mathematics course originally purchased in 1997.

EnVision Math 2009 was selected using the process outlined in Policy and Rule 6163.2. This textbook provides the best match to the BCPS middle school mathematics curriculum and the MSDE Voluntary State Curriculum for grade 6. The textbook provides a smooth transition from the elementary mathematics program. The program provides a flexible sequence of topics that can be rearranged into a personalized curriculum that matches the sequence preferred by the BCPS system. The professional development included in the “Mathematic Background for Teachers” and the “Language of Math” sections will benefit new and veteran teachers as they plan for instruction. Multiple teaching strategies are used throughout, and material exists for all types of abilities and learning styles. The differentiated instruction includes leveled activities for all students, i.e. English language learners (ELL), special needs, below-level, on-level, and advanced. The text contains a blend of skill practice, application problems, constructed response-type problems and multiple choice problems. The “Quick Check” for each lesson provides opportunity for teachers to assess student learning daily through problems that can be framed in a MSA style.

Recommendation:

Award of contract is recommended to:

Pearson Scott Foresman	Upper Saddle River, NJ
Responsible school or office:	Office of Mathematics PreK-12
Contact person:	Patricia Baltzley
Funding source:	Operating budget
PDK Audit Alignment:	Recommendation A.3.1 with specific references to sixth grade mathematics

Explanatory Details:

On page 351 of the PDK Audit report, specific mention is made of the curriculum guide for sixth grade mathematics: “Revise the curriculum guide for sixth grade mathematics. The quality of that guide, developed in 1999, is lower than the quality of the guides for Grades K-5, developed in 2006, and Algebra 1, developed in 2005. (See Finding 2.2) In addition, the internal consistency of the sixth grade guide is not as strong as that of Algebra I. (See the mathematics portion of Finding 2.3.)”

11. Contract: Off Hour Corridor Separation – Various Elementary Schools
Contract #: MBU-570-08

Term: N/A	Extension: N/A	Contract Ending Date: N/A
Estimated annual award value:		\$468,000
Estimated contingency amount:		\$46,800
Estimated total award value:		\$514,800

Bid issued:	April 24, 2008
Pre-bid meeting date:	May 1, 2008
Due date:	May 16, 2008
No. of vendors issued to:	5
No. of bids received:	4
No. of no-bids received:	0

Description:

This project consists of the addition of security doors within corridors to give the Baltimore County Department of Recreation and Parks access to the gymnasiums and restrooms in various elementary schools during non-duty school hours.

Recommendation:

Award of contract is recommended to:

Huntington & Hopkins, Inc.

Hunt Valley, MD

Responsible school or office:

Department of Physical Facilities

Contact person:

Michael G. Sines

Funding source:

Capital budget

PDK Audit Alignment:

None

Explanatory Details:

The PDK audit does not address this item.

Contract: Off Hour Corridor Separation – Various Elementary Schools
 Contract #: MBU-570-08

	Bidders' Names			
	Huntington & Hopkins, Inc.	RWC Contracting Corporation	JLN Construction Services, LLC	Most, Inc.
Base Bid for 25 Schools				
Berkshire ES				
Norwood ES				
Dundalk ES				
Shady Spring				
Hernwood ES				
Harford Hills ES				
Carney ES				
Charlesmont ES				
Deep Creek ES				
Elmwood ES				
Sparks ES				
Seneca ES				
Sussex ES				
Deer Park ES				
Colgate ES				
Chase ES				
Edgemere ES				
Perry Hall ES				
Stoneleigh ES				
Gunpowder ES				
Powhatan ES				
Reisterstown ES				
Logan ES				
Martin Boulevard ES				
Victory Villa ES				
Total Base Bid	\$468,000	\$473,800	\$596,875	\$698,114

12. Contract: Parking Lot and Drop Loop Addition – Harford Hills Elementary School
Contract #: MWE-819-08

Term: N/A **Extension:** N/A **Contract Ending Date:** N/A
Estimated annual award value: \$516,302
Estimated contingency amount: 51,630
Estimated total award value: \$567,932

Bid issued: April 24, 2008
Pre-bid meeting date: May 7, 2008
Due date: May 19, 2008
No. of vendors issued to: 9
No. of bids received: 4
No. of no-bids received: 0

Description:

This project will provide a new parking area to accommodate 76 spaces; a student drop-off loop with a separate entrance; water quality treatment; the replacement of sections of sidewalk; and widening of the existing driveway.

Recommendation:

Award of contract is recommended to:

Meekins Construction, Inc.

Finksburg, MD

Responsible school or office:

Department of Physical Facilities

Contact person:

Michael G. Sines

Funding source:

Capital budget

PDK Audit Alignment:

None

Explanatory Details:

The PDK audit does not address this item.

	Bidders' Names			
	Meekins Construction, Inc.	The American Asphalt Co., Inc.	Melvin Benhoff Sons	Central Maintenance Corporation
Part A Lump Sum Item:	\$398,332	\$422,625	\$445,204	\$536,024
Part B Unit Price Items:	\$117,970	\$109,000	\$125,840	\$118,160
Total for Base Bid: Sum of Part A and Part B	\$516,302	\$531,625	\$571,044	\$654,184

13. Contract: Moving Relocatable Classrooms – Hillcrest Elementary and Catonsville Middle Schools
Contract #: MBU-583-08

Term: N/A **Extension:** N/A **Contract Ending Date:** N/A
Estimated annual award value: \$387,000
Estimated contingency amount: 38,700
Estimated total award value: \$425,700

Bid issued: May 1, 2008
Pre-bid meeting date: May 13, 2008
Due date: May 21, 2008
No. of vendors issued to: 4
No. of bids received: 2
No. of no-bids received: 0

Description:

This project consists of the removal and relocation of two single classroom units at Hillcrest Elementary School and relocation of two single classroom units and one quad classroom unit at Catonsville Middle School. This work will also include demolition, transport of classroom units, the construction of new foundations, and related architectural, structural, mechanical, electrical, and other requirements incidental to the project.

Recommendation:

Award of contract is recommended to:

Jan-El Contracting, Inc.

Monkton, MD

Responsible school or office:

Department of Physical Facilities

Contact person:

Michael G. Sines

Funding source:

Capital budget

PDK Audit Alignment:

None

Explanatory Details:

The PDK audit does address this item.

	Bidders' Names	
	Jan-El Contracting, Inc.	J-L Services, Inc.
Item 1-- Base Bid (Both Schools)	\$387,000	\$510,265

15. Contract: Playgrounds – Vincent Farm Elementary School
Contract #: JNI-799-08

Term: 1 year **Extension:** N/A **Contract Ending Date:** N/A
Estimated annual award value: \$48,000
Estimated contingency amount: 4,800
Estimated total award value: \$52,800

Description:

This project consists of the purchase and installation of two playgrounds at Vincent Farm Elementary School – one composite structure for use by children between the ages of 2-5 years old, and one with stationary equipment for climbing and upper body strength intended for children between the ages of 5-12 years old. Baltimore County Public Schools (BCPS) will piggyback an existing Baltimore County Department of Recreation and Parks contract.

Board of Education Policy 3210, §5-112, Paragraph (3) of the Education Article of the Annotated Code of Maryland allows BCPS to utilize contracts awarded by other government agencies or by intergovernmental purchasing organizations if the lead agency for the contract follows the public bidding procedures.

Recommendation:

Award of contract is recommended to:

West Recreation, Inc.	Queenstown, MD
Responsible school or office:	Department of Physical Facilities
Contact person:	Michael G. Sines
Funding source:	Capital budget
PDK Audit Alignment:	None
Explanatory Details:	The PDK audit does not address this item.

16. Request to Negotiate: Design Consultant Services for the Chesapeake High School HVAC Renovations

Contract #: JMI-633-08

Term: N/A **Extension:** N/A **Contract Ending Date:** N/A

Estimated annual award value: N/A

Estimated modification amount: N/A

Estimated total award value: To be negotiated and approved by the Board of Education

Description:

Professional architectural/engineering (A/E) services will be required to assist Baltimore County Public Schools (BCPS) with the Chesapeake High School HVAC renovations. The services will include preparing schematic design, design development phase, construction document phase, assisting with bidding, construction administration phase services, preparing estimates, and making state submissions.

On April 29, 2008, the Qualification Committee met and reviewed the “expressions of interest” submitted by thirteen (13) consultants. This information was reviewed and graded with the Qualification Committee stating that the Selection Committee should consider the four (4) most qualified firms.

On May 1, 2008, the Selection Committee met and discussed the Qualification Committee’s report. On May 13, 2008, the Selection Committee interviewed four (4) qualified firms that were recommended by the Qualification Committee. The Selection Committee recommends, based on the result of the interviews, approval be granted to conduct contract negotiations with the URS Corporation for the Chesapeake High School HVAC renovation project.

Recommendation:

Approval is recommended to negotiate with:

URS Corporation

Hunt Valley, MD

Responsible school or office:

Department of Physical Facilities

Contact person:

Michael G. Sines

Funding source:

Capital budget

PDK Audit Alignment:

None

Explanatory Details:

The PDK audit does not address this item.

17. Request to Negotiate: Design Consultant Services for the Loch Raven High School HVAC Renovations

Contract #: JMI-633-08

Term: N/A **Extension:** N/A **Contract Ending Date:** N/A

Estimated annual award value: N/A

Estimated modification amount: N/A

Estimated total award value: To be negotiated and approved by the Board of Education

Description:

Professional architectural/engineering (A/E) services will be required to assist Baltimore County Public Schools (BCPS) with the Loch Raven High School HVAC renovations. The services will include preparing schematic design, design development phase, construction document phase, assisting with bidding, construction administration phase services, preparing estimates, and making state submissions.

On April 29, 2008, the Qualification Committee met and reviewed the “expressions of interest” submitted by thirteen (13) consultants. This information was reviewed and graded with the Qualification Committee stating that the Selection Committee should consider the four (4) most qualified firms.

On May 1, 2008, the Selection Committee met and discussed the Qualification Committee’s report. On May 13, 2008, the Selection Committee interviewed four (4) qualified firms that were recommended by the Qualification Committee. The Selection Committee recommends, based on the result of the interviews, approval be granted to conduct contract negotiations with Kibart, Inc. for the Loch Raven High School HVAC renovation project.

Recommendation:

Approval is recommended to negotiate with:

Kibart, Inc.

Towson, MD

Responsible school or office:

Department of Physical Facilities

Contact person:

Michael G. Sines

Funding source:

Capital budget

PDK Audit Alignment:

None

Explanatory Details:

The PDK audit does not address this item.

18. Fee Acceptance: Consultant Services – Architectural/Engineering (A/E) Services for a New Elementary School

Contract #: JMI-630-08

Term: N/A **Extension:** N/A **Contract Ending Date:** N/A

Estimated annual award value: \$1,600,000

Estimated modification amount: N/A

Estimated total award value: Not-to-exceed \$1,600,000

Description:

On May 6, 2008, the Board approved the Department of Physical Facilities to initiate contract negotiations with Design Collective for a new elementary school on the Ridge Ruxton Elementary School site. The Department of Physical Facilities has negotiated a not-to-exceed cost of \$1,600,000 for preparing the schematic design, completing the design development phase and construction document phase; assisting with bidding, performing construction administration phase services; preparing estimates; and making state submissions for the construction of a new elementary school in the Towson area.

Recommendation:

Award of contract is recommended to:

Design Collective

Baltimore, MD

Responsible school or office:

Department of Physical Facilities

Contact person:

Michael G. Sines

Funding source:

Capital budget

PDK Audit Alignment:

None

Explanatory Details:

The PDK audit does not address this item.