

BALTIMORECOUNTYPUBLICSCHOOLS

DATE: January28,2003
TO: BOARDOFEDUCATION
FROM: JoeA.Hairston,Superintendent
SUBJECT: RecommendationsforAwardofContracts
BoardExhibit –February11,2003
ORIGINATOR: J.RobertHaines,DeputySuperintendent,BusinessServices
**RESOURCE
PERSON(S):** PatrickFannon,Controller;RickGay,PurchasingManager

RECOMMENDATION

ThattheBoardofEducationapprovesthefollowingcontractrecommendations.

Seetheattachedlistofcontractrecommendationspresentedforconsiderationbythe
BoardofEducationofBaltimoreCounty.

RLG/caj

AppendixI –RecommendationsforAwardofContracts –BoardExhibit

**Recommendations for Award of Contracts
Board Exhibit – February 1, 2003**

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

1. **Contract:** Contracted Services: Burner Preventative Maintenance, Installation, and Repair
Bid#: RHA-346-03

Term: 5 years **Extensions:** 0 **Contract Ending Date:** 2/11/08 (tentative)
Estimated annual award Value: \$150,000
Estimated total award value: \$750,000

Bid issued: November 7, 2002
Pre-bid meeting date: November 21, 2002
Due Date: December 5, 2002
No. of vendor s issued to: 33
No. of bids received: 10
No. of no -bids received: 1

Description:

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.

The Office of Maintenance intends 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 multiple contractors for this solicitation. All work under this contract will be done either on a *time-and-material* 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, then the 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-materials scenario. However, this quote process still guarantees that all work is to be done by pre-qualified contractors. Specifications were developed in conjunction with the Office of Maintenance staff and contractors *on call* to do burners services and troubleshooting of existing systems, and to provide installation of new work.

Recommendation:

Award of contract is recommended to:

		<u>Price/Hr.</u>
Primary	Phillips Way, Inc., Owings Mills, MD	\$38.00
Secondary	R.F. Warder Co., Baltimore, MD	\$47.75
Tertiary	Facility Engineering Service Corp., Reisterstown, MD	\$57.97

Responsible school or office: Office of Maintenance and
Office of Engineering and Construction

Contact Person: Cornell Brown

Funding Source: Operating budget, aging school funds, and capital projects

2. **Contract:** Contracted Services: Regulated Waste Processing and Removal
Bid#: JCO-411-03

Term: 5 years **Extensions:** 2/one year each **Contract Ending Date:** 2/11/10 (tentative)
Estimated annual award Value: \$30,000
Estimated total award value: \$150,000

Bid issued: October 3, 2002
Pre-bid meeting date: October 14, 2002
Due Date: October 23, 2002
No. of vendors issued to: 15
No. of bids received: 4
No. of no -bids received: 1

Description:

These services include the disposal of waste oil, anti-freeze, diesel fuel, and gasoline filters. Bidders were asked to provide pricing on all services, and the award was made on an aggregate price per single scheduled pickup for each category. The value of this contract is based upon historical and projected services.

Recommendation:

Award of contract is recommended to:

A2Z Environmental Services, Joppa MD \$652

A2Z is the lowest responsible bidder providing the best value to BCPS based on an aggregate unit price for all services required.

Responsible school office: Office of Environmental Services and
Department of Transportation
Contact Person: Ron Kehne, Bob Merrey
Funding Source: Office of Environmental Services and
Department of Transportation

3. **Contract:** CustodialFloorCareProducts
Bid#: JCO-414-03

Term:3years **Extensions:**0 **ContractEndingDate:** 2/11/06(tentative)
EstimatedannualawardValue: \$211,880
Estimatedtotalawardvalue: \$635,640

Bidissued: November21,2002
Pre-bidmeetingdate: December2,2002
DueDate: December12,2002
No.ofvendorsissuedto: 23
No.ofbidsreceived: 9
No.ofno -bidsreceived: 1
No.ofnon -responsive: 2

Description:

Thisisamulti -yearbidtoestablishapriceagreementforthepurchaseofcustodialfloor careproducts(floorstripper,floorfinish ,dustmoptreatment,andfloorrestorer).Thebid wasdesignedtoawardtheproductsonanaggregatebasistoprovideforcompatibilityof productandefficiencyinuse.TheproductswereevaluatedandapprovedbytheOffice ofOperationspriortothei ssuanceofthebid.Productsareorderedonan as -neededbasis andshippedtoDistributionServicesforissuancetoschoolsandoffices.

Recommendation:

Awardofcontractisrecommendedto:

CityGroup,Inc.,Jessup,MD

Responsibleschooloroffice: OfficeofOperations

ContactPerson: MikeEppig

FundingSource: OfficeofOperations