

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** February 19, 2003  
**TO:** BOARD OF EDUCATION  
**FROM:** Joe A. Hairston, Superintendent  
**SUBJECT:** Recommendations for Award of Contracts  
Board Exhibit – February 26, 2003  
**ORIGINATOR:** J. Robert Haines, Deputy Superintendent, Business Services  
**RESOURCE  
PERSON(S):** Patrick Fannon, Controller; Rick Gay, Purchasing Manager

**RECOMMENDATION**

That the Board of Education approves the following contract recommendations.

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

RLG/caj

Appendix I – Recommendations for Award of Contracts – Board Exhibit

**Recommendations for Award of Contracts**  
**Board Exhibit – February 26, 2003**

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

- 1. Contract:** Computer Software and Training  
**Bid #:** PCR-216-03

**Term:** One-time purchase      **Extensions:** N/A      **Contract Ending Date:** N/A  
**Estimated annual award value:**      \$123,225  
**Estimated total award value:**      \$123,225

**Bid issued:**      Sole Source

**Description:**

The Department of Information Technology is developing a new in-house student information system. Converting existing computer programs to function in the new student system requires Information Technology staff to use a software development tool available only from Micro Focus, Inc. *Micro Focus COBOL*, already utilized in the Human Resources/Payroll system, will be used to develop the student information system to maintain compatibility among enterprise systems and the staff's ability to support them. The funding will provide for 15 licenses for the development tools on workstations, five licenses for the application server, an upgrade to the server license, as well as installation, configuration, and training for the Information Technology staff.

Because *Micro Focus COBOL* is only available from Micro Focus, Inc., this purchase meets the definition of a sole-source purchase in accordance with Superintendent's Rule 3215.

**Recommendation:**

Award of contract is recommended to:

Micro Focus, Inc., Hillsboro, OR

**Responsible school or office:**      Information Technology

**Contact Person:**      Judson Porter

**Funding Source:**      The operating budget of the Office of Information Technology

2. **Contract:** Contracted Services: *On Call* Microbial Remediation Services  
Extension  
**Bid #:** 3-319-00

**Term:** 1 year **Contract Ending Date:** March 1, 2004 (tentative)  
**Estimated annual award value:** \$125,000  
**Estimated total award value:** \$125,000

**Bid issued:** January 20, 2000  
**Pre-bid meeting date:** February 3, 2000  
**Due Date:** February 17, 2000  
**No. of vendors issued to:** 6  
**No. of bids received:** 5  
**No. of no-bids received:** 0

**Description:**

**Contracted Services:** *On Call* Microbial Remediation Services for Time & Material Projects with *Not-to-Exceed* Quotes

The following contract extension is an indefinite-quantity contract, as the services intended for purchase are based upon future needs of the system.

The Office of Maintenance intends to have pre-qualified contractors with the appropriate insurance, training, and certification to be *on call* to do microbial remediation services. 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 is recommended to multiple contractors. All work under this contract will be done on a *time-and-material* or *not-to-exceed* quote basis.

Time-and-material jobs will be done by the primary award contractor. If, for any reason, the primary award contractor is unable to do the work within the necessary timeframe, the next ranked contractor will be asked to do the work, and so on throughout the list. 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, including 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 would be done by pre-qualified contractors. Specifications were developed in conjunction with the Office of Maintenance staff and contractors.

**Recommendation:**

Extension of award of contract is recommended to:

|                 |  | <u>Hourly Rate</u> |
|-----------------|--|--------------------|
| Primary Award   | A-L Abatement, Inc., Baltimore, MD               | \$17.40            |
| Secondary Award | Asbestos Specialist, Inc., Linthicum Heights, MD | \$19.50            |
| Tertiary Award  | Bristol Environmental, Inc., Odenton, MD         | \$28.85            |

**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

**3. Contract:** Contracted Services: Travel Agency Services  
**Bid #:** JCO-411-03

**Term:** 2 years    **Extensions:** 1/one year    **Contract Ending Date:** 2/11/06 (tentative)  
**Estimated annual award Value:** \$103,000 (actual travel cost plus fees)  
**Estimated total award value:** \$206,000

**Bid issued:** October 24, 2002  
**Pre-bid meeting date:** November 4, 2002  
**Due Date:** November 14, 2002  
**No. of vendors issued to:** 26  
**No. of bids received:** 6  
**No. of no-bids received:** 1  
**No. of non-responsive:** 1

**Description:**

Vendors were requested to submit proposals to BCPS with the intent to reduce the cost of air travel while providing the highest level of service and convenience to the staff for travel arrangements to Board related conferences, seminars, and training services. A formula of points was designated to evaluate each proposal and to determine which bidders offered the most cost-effective plan. The award was based on the response to the bid specifications, as well as proposed incentives, such as: 1) additional discounts on hotel accommodations, and 2) potential travel services for BCPS employees.

**Recommendation:**

Award of contract is recommended to:

Burton Travel LTD, Owings Mills, MD, the lowest responsible bidder providing the best value to BCPS

The estimated annual award value of this contract is based upon historical costs for air travel during FY02, and represents the cost of air travel and commission that is paid to the vendor.

**Responsible school or office:** Office of Purchasing

**Contact Person:** June Coleman

**Funding Source:** The operating budget of various schools, offices, or program grants that require official travel services for BCPS personnel

**4. Contract:** Elementary Education Equipment (Pre-K through Grade 5) Extension  
**Bid #:** 7-718-01

**Term:** Six Months **Contract Ending Date:** 6/30/03 (tentative)  
**Estimated annual award Value:** \$100,000  
**Estimated total award value:** \$100,000

**Bid issued:** November 30, 2000  
**Pre-bid meeting date:** December 12, 2000  
**Due Date:** December 21, 2000  
**No. of vendors issued to:** 18  
**No. of bids received:** 8  
**No. of no-bids received:** 2

**Description:**

A multi-year bid for pre-kindergarten-through-elementary-school furniture and equipment was issued on November 30, 2000. The current contracts expired December 31, 2002. Because of the need to purchase items for New Town High School's Early Childhood Center, the vendors have agreed to maintain their pricing for six additional months. The Office of Purchasing recommends an extension of up to six months while a new bid is being evaluated. The new bid will be submitted to the Board for approval when appropriate.

**Recommendation:**

Extension of award of contract is recommended to the following companies:

ABC School Supply, Duluth, GA  
Childcraft Education Corporation, Lancaster, PA  
Early Childhood Direct, Landisville, PA  
Glover Equipment Company, Cockeysville, MD  
Kaplan School Supply, Lewisville, NC  
Lakeshore, Carson, CA

**Responsible school or office:** Office of Purchasing

**Contact Person:** Jack S. Nichols

**Funding Source:** The operating budget of various schools and offices, grants, or capital projects

**5. Contract:** General School and Office Furniture and Equipment - Extension  
**Bid #:** 7-717-01

**Term:** Six Months **Extensions:** 0 **Contract Ending Date:** 06/30/03 (tentative)  
**Estimated annual award Value:** \$1,750,000  
**Estimated total award value:** \$1,750,000

**Bid issued:** November 10, 2000  
**Pre-bid meeting date:** November 16, 2000  
**Due Date:** November 30, 2000  
**No. of vendors issued to:** 18  
**No. of bids received:** 13  
**No. of no-bids received:** 2

**Description:**

A multi-year bid was issued for general school and office furniture and equipment on November 10, 2000. This bid included specifications for 248 furniture and equipment items for schools.

The current contracts expired December 31, 2002. Because of the need to purchase items, primarily for New Town High School, the vendors have agreed to maintain their pricing for six additional months. The Office of Purchasing recommends an extension of six months while a new bid is prepared.

**Recommendation:**

Extension of award of contract is recommended to the following companies:

- Affordable Office Furniture Inc., Cherry Hill, NJ
- Ambridge Interiors, Towson, MD
- Cabinet Max, Baltimore, MD
- Douron Inc., Owings Mills, MD
- Glover Equipment, Inc., Cockeysville, MD
- Kunz, Inc., Baltimore, MD
- Rudolph Office Supply, Baltimore, MD
- School Specialty/Chaselle, Mansfield, OH
- Spectrum Industries, Chippewa, WI
- State Use Industries, Baltimore, MD
- Windtree, Boca Raton, FL

**Responsible school or office:** Office of Purchasing

**Contact Person:** Jack S. Nichols

**Funding Source:** The operating budget of the various schools and offices, grants, or capital projects

6. **Contract:** Participation and License Agreement between the Best Friends Foundation and the Baltimore County Board of Education  
**Contract #:** JN1-706-03

**Term:** 2 years    **Extensions:** 2/one year    **Contract Ending Date:** 10/4/2006 (tentative)  
**Estimated annual award value:**            \$75,000  
**Estimated total award value:**            \$150,000

**Contract issued:**                            October 4, 2002  
**Pre-bid meeting date:**                    NA  
**Due Date:**                                    NA  
**No. of vendors issued to:**                0  
**No. of bids received:**                    0  
**No. of no-bids received:**                0

**Description:**

The Office of Guidance and Counseling Services applied for, and awarded, a Character Education Grant from the Maryland State Department of Human Resources to implement the Best Friends Program at Holabird Middle School. The grant was for the school year 2002-2003.

Best Friends is an educational program for adolescents that fosters self-respect and promotes responsible behavior. Best Friends Foundation, the national sponsor of the Best Friends Program, has prepared and published a program guide consisting of detailed information on the Best Friends curriculum. The program guide provides complete instructions and guidance on how to engage adolescents in discussions about friendship, love and dating, decision-making, self-respect, alcohol abuse, physical fitness, nutrition, AIDS, and sexually transmitted diseases.

The program relies on the talent and generosity of principals, teachers, and role models from the schools and community. Best Friends activities are designed to take place during the school day, after school, and on weekends using school facilities and selected school personnel.

**Recommendation:**

Award of contract is recommended to:

Best Friends Foundation, District of Columbia

**Funding:**

Funding for the first year is to be provided by a grant from Maryland State Department of Human Resources. Continuation of the program is dependent upon the availability of funding in future years.



**7. Contract:** Stationery (Office) Supplies  
**Bid #:** JCO-412-03

**Term:** 2 years    **Extensions:** 1/one year    **Contract Ending Date:** 12/30/05 (tentative)  
**Estimated annual award value:** \$200,000  
**Estimated total award value:** \$400,000

**Bid issued:** October 24, 2002  
**Pre-bid meeting date:** November 4, 2002  
**Bid due date:** November 14, 2002  
**No. of vendors issued to:** 34  
**No. of bids received:** 15  
**No. of no-bids received:** 3  
**No. of non-responsive:** 1

**Description:**

The specifications require the bidder(s) to offer a guaranteed discount rate for all office supplies within a published industry catalog for orders processed on an as-needed basis. Delivery is required within seven working days from receipt of order. The award bidder must guarantee the discount rate with deliveries to the individual schools or offices. The award bidder must also agree to offer on-line ordering through the BCPS Intranet, allowing schools and offices to purchase items electronically. We also use Office Depot through our U.S. Communities Consortium contract that gives us a 63 percent discount.

**Recommendations:**

Award of contract is recommended to:

Corporate Express, Elkridge, MD, the responsible bidder providing the highest discounted percentage – 62% off of the catalog price

**Responsible school or office:** Office of Purchasing

**Contact Person:** June Coleman

**Funding Source:** The operating budget of each school or office, grants.