

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: October 9, 2003
TO: BOARD OF EDUCATION
FROM: Joe A. Hairston, Superintendent
SUBJECT: Recommendations for Award of Contracts
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.

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 – October 9, 2003**

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

- 1. Contract:** Document Printing System Lease
Bid #: PCR-235-04, GSA Contract GS-25F-0062L

Term: 5 year **Extensions:** 0 **Contract Ending Date:** 10/08 (tentative)
Estimated annual award Value: \$71,206
Estimated total award value: \$356,030

Bid issued: Contract established 10/1/01, effective through 9/30/06
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:

Under Section 5-112, Paragraph (3) of the Education Article of the Annotated Code of Maryland, and stipulated through the Federal Property and Administrative Services Act, amended Section 211 of the E-Government Act of 2002 (Pub. L. 07-347), BCPS requests approval to procure, from the GSA Federal Supply Schedule GS-25F-0062L, for the lease of one Xerox Docutech 6115 Production Publisher. Costs shown include 6,000,000 impressions per year, color scanning, square-fold finishing features, supplies, and maintenance. The addition of this machine will increase print shop capacity to 511 pages per minute (ppm). Capacity had been 300 ppm as of July, 2003, and was increased to 400 ppm in August, 2003, when the Board approved direct replacement of existing equipment. This equipment upgrade is part of the overall plan to shift BCPS reproduction from being predominately site-based to Print Shop-based, to centralize the creation of instructional media (print and CD-Rom), and to eliminate outsource printing.

Recommendation:

Award of contract is recommended to:

Xerox Corporation, Towson, MD

Responsible school or office: Office of Copy and Print Services

Contact Person: Don Dent

Funding Source: Operating budget of the Office of Copy and Print Services

2. Contract: Printing: Science Lab Manuals, Reassignment
Contract #: RFP #: JCO-417-03

Term: 120 days **Extensions:** 0 **Contract Ending Date:** 12/03/03 (tentative)
Estimated total award value: \$21,299

Bid issued: February 6, 2003
Pre-bid meeting date: February 19, 2003
Bid due date: February 28, 2003
No. of vendors issued to: 32
No. of bids received: 10
No. of no-bids received: 2
No. of non-responsive: 0

Description:

On April 22, 2003, the Board of Education approved the award of contract for the printing of the science lab manuals to Reproductions, Inc., of Gaithersburg, MD, for the amount of \$20,861. On August 11, 2003, Reproductions, Inc., notified Baltimore County Public Schools that they were no longer in business. Therefore, the next lowest bidder meeting all specifications was contacted to see if they would honor their bid proposal of February 28, 2003.

Victor Graphics, Inc., Baltimore, MD, has agreed to honor their proposal to print the science lab manuals. There is a total of seven lab manuals (various titles) for printing and delivery to Distribution Services. The manuals will be delivered to Distribution Services for distribution to middle and high schools. The Offices of Science and Purchasing are recommending approval of the reassignment of the contract to Victor Graphics, Inc.

Recommendations:

Award of contract is recommended to:

Victor Graphics, Inc., Baltimore, MD

Responsible school or office: Office of Science

Contact Person: George Newberry

Funding Source: The operating budget of the Office of Science

3. Contract: Supplies Contract: Tennis Court and Running Track Repair Materials
Contract #: JMI-610-04

Term: 3 years **Extensions:** up to 12 months **Contract Ending Date:** 10/31/07 (tentative)
Estimated annual award Value: \$40,000
Estimated total award value: \$160,000

Bid issued: August 14, 2003
Pre-bid meeting date: August 26, 2003
Due Date: September 5, 2003
No. of vendors issued to: 17
No. of bids received: 1
No. of no-bids received: 3

Description:

The Office of Purchasing will issue, if approved, an indefinite-quantity contract for tennis court and running track repair materials. BCPS' grounds' representatives will order the material on an as-needed basis for direct delivery or pickup.

Recommendation:

Award of contract is recommended to:

Sealmaster, Inc., Cockeysville, MD

Responsible school or office: Division of Physical Facilities, Grounds Services

Contact Person: Dennis Elkins or Roland Nickoles

Funding Source: Operating budget Grounds Services