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BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: November 19, 2001

TO: BOARD OF EDUCATION

FROM: Dr. J. Hairston, Superintendent

SUBJECT: Recommendations for Award of Contracts
Board Exhibit – December 4, 2001

ORIGINATOR: Robert Haines, Deputy Superintendent of Business Services

**RESOURCE
PERSON(S):** Patrick Fannon, Controller; Richard Gay, Purchasing Manager

RECOMMENDATION

That the Board of Education approves the recommendations for award of contracts Board Exhibit for the December 4, 2001 board meeting.

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

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Appendix I – Recommendations for Award of Contracts – Board Exhibit

**Recommendations for Award of Contracts
Board Exhibit – December 4, 2001**

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

1. **Allied Health & Fitness Lab –** **Estimated Award Value: \$26,705.52**
Equipment Eastern Technical High School **Various Vendors**
Contract #7-700-02

A bid was issued to 14 vendors on October 18, 2001 for the purchase of weight training equipment for the Allied Health and Fitness program at Eastern Technical High School. Proposals were received from three vendors. One bidder was rejected for failing to meet all specifications.

The specifications were designed to provide all weight training equipment for a fully functional Allied Health and Fitness Lab. A listing of the equipment was developed in coordination with Eastern Technical High School and the bidders at a pre-bid meeting. The installation of all equipment will be completed no later than January 15, 2002. In addition, the Award Bidders will sponsor a program of instruction, conducted by a certified fitness specialist, for the safe use and operation of the equipment. The contract includes a full one-year warranty and a two-year preventive maintenance program.

The bid allowed for the purchase of individual custom-built power racks and the remaining equipment to be purchased as a group. The award of contract is recommended to the lowest responsive bidders meeting all specifications:

Atlantic Fitness Products, Linthicum, MD **Power Rack \$ 1,195.00**
Weight Equipment \$31,882.30

York Barbell, Timonium, MD **Weight Equipment \$25,510.52**

The contract value will be \$26,705.52. Funding for the equipment will be provided through the Perkins Funds from the Office of Career and Technology Education.

2. **Contracted Services: On-Call** **Estimated Award Value: \$200,000**
Elevator Maintenance & Repair **Otis Elevator Company**
Contract # ITB 203397

A contract to provide firm fixed monthly pricing for preventive maintenance and fixed hourly pricing for repair of elevators, chair lifts and dumbwaiters is anticipated to be approved by the Baltimore County Government on December 3, 2001. Contract pricing also includes the purchase of repair materials at cost plus 10 percent. The terms and conditions of the contract include provisions for the

utilization of the contract by Baltimore County Public Schools. The annual contract was awarded to **Otis Elevator Company, Baltimore, MD**. The initial contract has nine one-year extensions available. The Office of Purchasing recommends the approval of the use of this contract through December 1, 2002. Funding for the purchase of these services will be provided through the operating budget of the Office of Maintenance.

3. **Contracted Services: Venetian Blinds Services** **Estimated Award Value: \$750,000**
Three-Year Bid **Estimated Annual Value: \$250,000**
Contract # 3-326-02

On September 20, 2001 a three-year bid was issued for the purchase and installation of Levelor 2" Venetian blinds and pull-down black out blinds on an "as needed" basis. Bids were issued to 17 vendors and proposals were received from five vendors. One bidder was rejected for failing to meet all specifications.

The specifications were developed in conjunction with the Office of Maintenance and the bidders at a pre-bid. The Award Bidders will be responsible for providing firm quotes for the removal and disposal of existing blinds, blackout blinds, and hardware, and, also, for field measurement for new installation of hardware, blinds and blackout blinds.

The existing buildings in BCPS contain windows of many different dimensions. The bidders were, therefore, asked to provide pricing for several different sized windows representative of those currently in place.

| Qty | Window Size | Crown Shade Company | Picture Perfect Windows | Blind Industries | Lloyd Window Products |
|--------|-------------|---------------------|-------------------------|------------------|-----------------------|
| 100 | 44 x 80 | \$4,585.00 | \$5,500.00 | \$7,300.00 | \$7,200.00 |
| 100 | 48 x 84 | \$5,133.00 | \$5,600.00 | \$7,300.00 | \$8,064.00 |
| 40 | 72 x 80 | \$2,796.00 | \$3,480.00 | \$4,120.00 | \$4,608.00 |
| 40 | 72 x 84 | \$2,920.00 | \$3,560.00 | \$4,120.00 | \$4,840.00 |
| TOTALS | | \$15,434.00 | \$16,140.00 | \$24,040.00 | \$24,712.00 |

Three responsive and responsible bidders offering the most favorable aggregate bid prices are being recommended for award. The Primary Award Bidder is **Crown Shade Company, Baltimore, MD**, the Secondary Award Bidder is *Picture Perfect Windows, Owings Mills, MD*, and the Tertiary Award Bidder is Blind Industries of Maryland, Baltimore, MD. The services provided by this contract will be funded from the Office of Maintenance operating budget, Aging School, Capital Improvement, Grants, and the schools' operating accounts.

4. **Food Service: Ice Cream Products** **Estimated Award Value: \$236,440**
Contract #4-407-02 **Jack & Jill Ice Cream Company**

A bid for a price agreement for the purchase of ice cream products (sandwich, éclair, chocolate nut cone, non-fat yogurt, ice cream cup, and a variety of ice cream bar items: deluxe, frozen fruit, orange cream and chocolate fudge) for direct delivery to all schools was issued on September 20, 2001 to eight vendors. The specifications were designed to reflect the per each cost of the individual ice cream products times anticipated usage quantity. Proposals were received from two vendors. This is a six-month contract effective January 1, 2002 through June 30, 2002.

This is a requirements contract with quantities projected by the Office of Food and Nutrition Services based upon historical data of product utilization. In addition to the standard items that will be available during the contract period, the Office of Food and Nutrition Services intends to feature one special item from the "optional" list of products (mini ice cream sandwich, push-up bar, Mickey Mouse ice cream bars and Dole juice bars) each month during the school year to offer variety to the students. The award value represents a projected purchase of some 86,000 dozen products. Delivery is made directly to identified schools. 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.

| | <u>Standard Items</u> | <u>Optional Items</u> |
|--|---------------------------|---------------------------|
| Jack & Jill Ice Cream Company, Columbia, MD | \$186,440.00 | \$50,000.00 |
| Berliner Specialty Distribution Company Hyattsville, MD | \$258,850.00 | No Bid |

Award of contract is recommended to the lowest bidder meeting all specifications, **Jack & Jill Ice Cream Company, Columbia, MD** in the estimated amount of \$236,440. Funding will be provided by the Office of Food and Nutrition Services.

5. **Food Service: Paper Products** **Estimated Award Value: \$585,143**
Contract #4-408-02

A bid for a price agreement for various paper, plastic, foam and aluminum products for the period of January 1, 2002 through June 30, 2002 was issued on September 20, 2001 to 31 vendors. The specifications were designed to reflect a

quantity price times the anticipated usage quantity. Proposals were received from 13 vendors. Two bidders submitted no-bid responses. Awards are recommended to the lowest bidders meeting all specifications:

| | |
|--|---------------------|
| Acme Paper & Supply Company, Inc., Savage, MD | \$79,090.00 |
| Plates, Sandwich bags, French fry cup, Lunch bags, Hamburger paper, Salad container, Straws, Food trays, Aluminum wrap | |
| Calico Industries, Inc., Annapolis Junction, MD | \$23,792.00 |
| Food storage bags, Gloves, Food wrap, Masks | |
| Carroll County Foods, Inc., New Windsor, MD | \$2,217.00 |
| Freezer paper, Antibacterial wipes | |
| Holt Paper & Chemical Company, Inc., Baltimore, MD | \$179,393.00 |
| Bowls, Cups, Utensils, Coffee filters, French fry bags, Napkins, Trays, Food wrap | |
| Interboro Packaging Corporation, Montgomery, NY | \$3,014.00 |
| Plastic bags, Rack covers | |
| Kahn Paper Company, Inc., Capitol Heights, MD | \$110,630.00 |
| Foam trays, Plastic dish inserts, Spork kits, Pan liners | |
| Leonard Paper Company, Inc., Baltimore, MD | \$178,950.00 |
| Foam trays (five compartment) | |
| Sysco Food Service of Baltimore, Inc., Jessup, MD | \$7,877.00 |
| Foil pans for steam table | |

This is a requirements contract with quantities projected by the Office of Food and Nutrition Services based upon historical data of product utilization. Delivery is made to the Food Service Warehouse for distribution to the schools on an as needed basis. 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 estimated total value of the contract is \$585,143. Funding will be provided by the Office of Food and Nutrition Services.

6. Food Service: Produce Estimated Award Value: \$200,000
Contract # 4-406-02 Bowie Produce Company, Inc.

A bid for a price agreement for various produce items, with direct delivery to the schools, for the period of January 1, 2002 through June 30, 2002 was issued on September 20, 2001 to six vendors. Proposals were received from two vendors. One bidder submitted a no-bid response.

Bowie Produce Company, Inc., Landover, MD **\$200,000.00**
Coastal Sunbelt Produce, Inc., Hanover, MD \$251,340.00

The bid specifications were designed to allow vendors to bid using a fixed factor, which is added to the base market price of the individual items. This factor shall remain constant for the term of the contract while the price of the commodity may change as market conditions warrant.

This is a requirements contract with quantities projected by the Office of Food and Nutrition Services based on historical data of product utilization. Delivery is made directly to designated schools. 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.

Award of contract is recommended to the lowest bidder meeting all specifications, **Bowie Produce Company, Inc., Landover, MD** in the estimated amount of \$200,000. The Office of Food and Nutrition Services will provide the funding.

7. **Food Service: Snack Products** **Estimated Award Value: \$504,000**
Contract # 4-409-02

A bid for a price agreement for various snack products (cakes, cookies, fruit pies, popcorn, potato chips and pretzels) for direct deliveries to the secondary schools for the period of January 1, 2002 through June 30, 2002 was issued on September 20, 2001 to 17 vendors. Proposals were received from seven vendors. Two bidders submitted no-bid responses.

The pricing was designed to reflect the individual cost of each snack item. The specifications allow the award of contract to multiple vendors to allow flexibility in product selection by the Office of Food and Nutrition Services. The award of contract is recommended to the lowest bidders meeting all specifications:

Interstate Brands Corporation, Philadelphia, PA **\$24,000.00**
Hostess Products: Crumb Cake, Cupcakes, Fruit Pies, Mini Donuts, HoHo's, Mini Muffins, Cinnamon Rolls.

Linden Cookies, Inc., Congers, NY **\$210,000.00**
Cookies (variety of flavors), Frito Lay Products: Corn Chips, Pretzels, Potato Chips, Popcorn, Cheese Curls

McKee Foods, Inc., Collegedale, TN **\$80,000.00**
Little Debbie Products: Cookies & Cakes

Tasty Baking Company, Inc., Philadelphia, PA **\$120,000.00**
Tastykake Products: Cupcakes, Fruit Pies, Honey Buns, Coffee Cake Junior,
Krimpets, Kreme Bars, Mini Donuts

Wise Foods, Inc., Baltimore, MD **\$70,000.00**
Corn Chips, Mini Pretzels, Potato Chips, Cheese Popcorn, Tortilla Chips

This is a requirements contract with quantities projected by the Office of Food and Nutrition Services based on historical data of product utilization. Delivery is made directly to designated schools. 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 estimated value of all the contracts is \$504,000. Funding will be provided by the Office of Food and Nutrition Services.

8. **Stationery Supplies -** **Estimated Award Value: \$200,000**
Second One-Year Extension **Corporate Express, Inc.**
Contract #4-419-00 **(formerly US Office Products)**

A bid to establish a price agreement for the purchase of miscellaneous stationery and office supplies for all schools and offices was issued on October 21, 1999 to 35 vendors. The bid specifications required 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 the order. The vendor must guarantee the discount rate with deliveries to the individual schools and offices.

An award of contract was approved by the Board of Education on November 23, 1999 to **US Office Products, Baltimore, MD** that offered a discount of 60 percent. In July 2001, US Office Products was purchased by Corporate Express, Inc., Elkridge, MD.

In accordance with the terms and conditions of bid #4-419-00, award of contract is recommended for a one-year extension to **Corporate Express, Inc., Elkridge, MD**. Corporate Express, Inc., has agreed to honor the bid specifications and all terms and conditions of the bid. The estimated award value for the one-year extension is \$200,000 which is based on historical transactions for this product. Corporate Express, Inc. has offered the implementation of on-line ordering, allowing schools and offices to purchase products electronically. Funding for the purchases will be provided through the operating budget of each school and office.

9. **Supplies Contract: HVAC Filters**
Contract # 3-321-02

Estimated Award Value: \$100,000
Air Filter Maintenance, Inc.

An annual bid for the purchase of various sized HVAC filters and frames was issued to five vendors on October 4, 2001. Proposals were received from two vendors. The specifications were developed in conjunction with the Office of Maintenance and the bidders at a pre-bid meeting. The specifications were designed to obtain firm fixed pricing for the purchase and delivery of various sized HVAC filters and frames. Installation will be provided through the Office of Maintenance.

Since there are many different HVAC units used throughout the BCPS system, the bidders provided pricing for 67 different sized filters and frames that are representative of those present at the various sites. Award of contract is recommended to **Air Filter Maintenance, Inc. of Baltimore, MD** as the responsive and responsible vendor offering the lowest aggregate unit cost for all items. **Air Filter Maintenance, Inc.** offered pricing that was over 25 percent less than the pricing received from Filter Tech, Inc. of Baltimore, MD.

Based upon historical purchase of these products the estimated award value for this contract is \$100,000 annually. Funding will be provided by the operating budget of the Office of Maintenance.