

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: January 22, 2002

TO: BOARD OF EDUCATION

FROM: Dr. J. Hairston, Superintendent

SUBJECT: Recommendations for Award of Contracts
Board Exhibit – February 12, 2002

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 February 12, 2002 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 – February 12, 2002**

The following contract recommendation is presented for consideration by the Board of Education of Baltimore County.

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| 1. | <u>Contracted Services: Fencing</u>
<u>First One-Year Extension</u>
Contract # 40171 | Estimated Award Value: \$30,000
P & H Fencing, Inc. |
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The Baltimore County Government approved contract # 40171 for fencing services on May 1, 1999. The Baltimore County Public Schools Board of Education approved this contract for the first time on March 13, 2001. These services are used by the Offices of Engineering and Construction and Maintenance on an “as needed” basis for fence installation. The majority of fencing is self-performed by the BCPS grounds personnel, therefore, only a limited amount of fencing is performed by non-BCPS personnel.

The estimated award value for the one-year extension is \$30,000. Contract pricing consists of \$19.80 per hour for skilled installers, \$9.40 for unskilled laborers and a 15% mark-up on parts.

In accordance with the terms and conditions of the contract, award of extension of contract is recommended for the first of four one-year extensions to **P & H Fencing, Inc., White Marsh, MD.** Funding for these services will be provided by the Offices of Engineering and Construction and Maintenance.

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| 2. | <u>Contracted Services: Social Workers/
Personal Assistants</u>
<u>Three-Year Bid</u>
Contract # 2-277-02 | Estimated Yearly Value: \$600,000
Estimated Award Value: \$1,800,000 |
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A three-year bid to provide personal assistants for behavior support, licensed counseling services and tutoring services for students ranging in age from three to 21 was issued November 15, 2001 to 18 vendors. A provision for two one-year extensions was contained in the specifications. The cost of the contract extension will be based on the percentage change of the C.P.I. (Consumer Price Index) for the 12 months preceding the contract renewal. Responses were received from the five vendors listed below.

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<u>Vendor</u>	<u>1.0</u> <u>Counseling Hour</u> <u>Fee</u>	<u>2.0</u> <u>P.A. Support</u> <u>Hour Fee</u>	<u>2.0a</u> <u>P.A. Living</u> <u>Skills Hour Fee</u>	<u>3.0</u> <u>Tutoring Hour</u> <u>Fee</u>
Essential Care Employment Agency, Baltimore, MD	No Bid	\$12.00	\$12.00	No Bid
MANSEF, Baltimore, MD	\$60.00-90.00	\$14.00-25.00	\$14.00-25.00	\$50.00-60.00
Personal Touch, Towson, MD	No Bid	\$14.90	\$14.90	No Bid
Social Service Consultants, LTD, Ellicott City, MD	No Bid	\$10.95-11.20	\$10.95-11.20	No Bid
Support Network Inc., Baltimore, MD	\$32.00	\$15.50	\$15.50	\$20.00

Each year, the Special Education Department contracts with a variety of vendors to obtain additional staffing and services for students who require such additional educational services in order to meet the minimum requirement of a free and appropriate public education. These students have IEP's (Individual Education Plan). A school team makes the recommendation that additional services may be needed to implement the IEP in a public school setting. Often schools are unable to find individuals who are able to provide these services. BCPS, therefore, contracts with various vendors to provide the necessary staff to fulfill the student's IEP.

Based on the current volume of contracted service requests, awards of contract are recommended to all bidders. Services will be employed on the basis of lowest rates as first choice depending on the bidder's availability; therefore, this necessitates a range in pricing versus a fixed price. Funding will be provided through the operating budget of the Office of Special Education.

**3. Diplomas, Diploma Covers and Certificates Estimated Award Value \$22,016
Contract #4-412-02 Jostens, Inc.**

A bid for the purchase and printing of diplomas, diploma covers and certificates was issued on December 6, 2001 to seven vendors. Proposals were received from 2 vendors.

Jostens, Inc. Redwing, MN \$22,016.00
Prices: Diplomas \$.79/ea; Diploma Covers, \$2.04/ea; Certificates, \$.79/ea

Herff Jones, Inc., Olyphant, PA \$22,426.00
Prices: Diplomas \$.80/ea; Diploma Covers, \$2.10/ea; Certificates, \$.80/ea

Award of contract is recommended to the lowest bidder meeting all specifications, **Jostens, Inc., Redwing, MN**, in the estimated amount of \$22,016. Funding will be provided by the Office of Standardized Testing and Student Data.

4. **Supplies Contract: HVAC Supplies** **Estimated Yearly Value: \$350,000**
Five-Year Bid **Estimated Award Value: \$1,750,000**
Contract #3-316-02

A five-year bid was issued to 23 vendors on December 6, 2001, for various HVAC supplies. Proposals were received from 7 vendors. The specifications, developed in conjunction with the Office of Maintenance and the bidders at a pre-bid meeting, were designed to obtain firm fixed pricing for specified products required to maintain the HVAC systems throughout the schools and offices. All pricing is to be held firm for the first year of the contract. After that time period, the vendors may request an increase in price by providing 90 days prior notice and documentation that the manufacturer is increasing their price by the amount of the requested increase.

Award of contract is recommended to the following responsive and responsible vendors offering the lowest aggregate price per manufacturer and/or product.

<u>Award Bidders</u>	<u>Products</u>
Lange Electric Co. Baltimore, MD	Fafnir, FASCO, Furnas, G. E., Gould, McDonnell & Miller, Pulleys (Pick-up), and Universal Electric
R & J Supply, Inc. Hyattsville, MD	Fireye (delivered), Gordon Piatt Burner, Rayburner (delivered), and Pulleys (delivered)
M & M Controls, Inc. Timonium, MD	Fireye (Pick-up), Honeywell Controls, and Johnson Controls
Complete Boiler System Millersville, MD	Monarch
Electric Motor Repair Co. Baltimore, MD	Magnetek-Century

The estimated five-year award value for this contract is \$1,750,000 based upon historical purchase of these products. Funding will be provided by the operating budget of the Office of Maintenance.

Revised 2/13/02