

BALTIMORE COUNTY PUBLIC SCHOOLS



DATE: August 13, 2002
TO: BOARD OF EDUCATION
FROM: Dr. J. Hairston, Superintendent
SUBJECT: Recommendations for Award of Contracts
Board Exhibit – August 13, 2002
ORIGINATOR: Robert Haines, Deputy Superintendent of Business Services
RESOURCE
PERSON(S): Patrick Fannon, Controller; Rick Gay, Purchasing Manager

RECOMMENDATION

That the Board of Education approves the recommendations for award of contracts Board exhibit for the August 13, 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 – August 13, 2002**

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

1. **Containerized Refuse Collection Services - One-Year Extension Reassignment of Contract #4-401-00** **Estimated Award Value: \$720,000**

On June 11, 2002 the Board of Education approved the second of two one-year extensions of the contract for Containerized Refuse Collection Services to Calvert Trash Systems, Inc. of Baltimore, MD for the period of August 1, 2002 through July 31, 2003. On July 1, 2002, Calvert Trash Systems, Inc. notified Baltimore County Public Schools that effective July 1, 2002 the contract had been sold to **Waste Management, Inc. of Baltimore, MD.**

Waste Management, Inc. has agreed to honor the bid specifications and all terms and conditions of the original contract. Therefore the Offices of Maintenance/Operations and Purchasing are requesting approval of the contract assignment to **Waste Management, Inc.**

2. **Contracted Services: Nurses** **Estimated Award Value: \$250,000**
Contract #2-294-02

A bid for Private Duty Nurses and Substitute Nurses was issued on June 13, 2002 to 17 vendors. Responses were received from eight vendors. Bids were evaluated based on documentation of the bidders' ability to meet BCPS's needs, references, verification of certifications and licensing and price.

Vendor	Private Duty	Substitute
Care Resources, Baltimore, MD	\$227.18	\$227.18
Excel Staffing, Pikesville, MD	\$280.80	\$280.80
Maxim Healthcare, Baltimore, MD	\$250.00	\$300.00
Milo Express, Bowic, MD	\$298.87	\$390.00
Mercer Ventures, Baltimore, MD	\$228.00	\$244.00
Nursefinders, Towson, MD	\$300.00	\$300.00
ATC, Towson, MD	\$384.00	\$360.00
Professional Nursing, Hunt Valley, MD	\$208.00	\$227.50

Due to a Supreme Court ruling of 1999, school systems are now required to provide Private Duty Nurses for special education students, if so indicated on the student's IEP. Substitute nurses are required on an as-needed basis countywide for all instructional levels, i.e., elementary, middle and high school and in special centers. All nurses hold an active license to practice nursing issued by the Maryland Board of Nursing under the Maryland Department of Health and Hygiene and also hold an active certification in Cardiopulmonary Resuscitation.

In order to accommodate BCPS's needs, recommendation of award is to two bidders for each service, **Care Resources, Baltimore, MD** and to **Professional Nursing Services, Hunt Valley, MD**. Funding for Private Duty Nurses will be provided by the Office of Special Education. Funding for substitute nurses will be provided through the operating budgets of the individual schools.

3. **Contracted Services: Physical Examinations** **Estimated Annual Award \$105,000**
Two-Year Bid **Estimated Award Value \$210,000**
Contract #4-400-03

A multi-year bid to provide physical examinations for school bus drivers, other Commercial Drivers License (CDL) holders (Distribution Services, Food Service, Maintenance, etc.) and to monitor exposure to asbestos, lead and PCB (polychlorinated biphenyl) for the Division of Physical Facilities was issued on June 6, 2002 to 19 vendors. Responses were received from seven vendors of which one vendor submitted a no-bid response.

The bid specifications were designed to allow an initial two-year contract with the option to extend the contract for two additional one-year periods.

The award of contract is recommended to the responsive bidders meeting all specifications:

Bidders	Fee per Test			
	CDL Exams	Asbestos	Lead	PCB
Concentra Health Services, Elkridge, MD	\$28.00	\$120.00	\$140.00	\$140.00
Maryland General Care Baltimore, MD	\$40.00	\$70.00	\$67.00	\$93.00
Chesapeake Occup. Health* Baltimore, MD	\$26.00	\$70.00	\$60.00	\$92.00
Immediate Care, Reisterstown, MD	\$29.00	\$79.00	\$74.00	\$229.00
Friends Medical, Baltimore, MD	\$30.00	\$110.00	\$90.00	\$155.00
Professional Health Services, Havertown, PA	\$60.00	\$130.00	\$75.00	\$145.00

* Vendor's pricing is for utilizing the services of a mobile unit only.

The estimated award value for **Concentra Health Services, Elkridge, MD** is \$98,000 per year and the estimated award value for **Maryland General Care, Baltimore, MD** is \$7,000 per year. Funding will be provided by the Department of Risk Management, Offices of Transportation, Food & Nutrition Services, Distribution Services, and Maintenance.

4. **Contracted Services: Science Chemical Disposal One-Year Extension** **Estimated Award Value: \$50,000**
Contract #5-508-01 **Philips Services Corporation**

A multi-year bid for the removal and disposal of science chemicals was issued on June 22, 2000 to 12 vendors. Proposals were received from four vendors. The award of contract to **Philips Services Corporation** was approved by the Board of Education on August 8, 2000.

The specifications provided for a two-year contract with the option to extend for one additional 12-month period. Bidders provided pricing for the removal and disposal of seven types of most commonly found science chemicals as well as chemicals listed for use by the schools. The recommendation of award was based on an aggregate price of all services provided by the bidders.

The Offices of Environmental Services and Purchasing are recommending extension of contract for the last and final year to **Philips Services Corporation, Baltimore, MD** in the estimated award value of \$50,000. The vendor has agreed to honor the original specifications and all relative terms and conditions. Funding for this service is provided by the operating budget of the Office of Engineering and Construction.

5. **Contracted Services: Sprinkler System Inspection, Installation, & Repair Services Three-Year Bid** **Estimated Annual Award Value: \$65,000**
Contract # 3-316-03 **Estimated Total Award Value: \$195,000**

A bid for a three-year contract to qualify and select contractor(s) to provide inspection, installation and repair services for sprinkler systems for the Baltimore County Public Schools was issued on June 13, 2002 to ten vendors. Proposals were received from four vendors.

The specifications were developed in conjunction with the Office of Maintenance and the bidders at a pre-bid conference. Existing sprinkler systems in the schools must be tested according to present "life safety codes". These inspections are done in conjunction with the Baltimore County Fire Department.

Award Company	Hourly Rate	Hourly Rate
	Repairs	Inspections
Advance Fire Protection, Hampstead, MD	\$40.00	\$50.00
<u>Guardian Fire Protection Service, Gaithersburg, MD</u>	<u>\$55.00</u>	<u>\$55.00</u>
<u>American Automatic Sprinkler, Inc., Owings Mills, MD</u>	<u>\$55.00</u>	<u>\$55.00</u>
<i>Fireline Corporation, Baltimore, MD</i>	<i>\$69.00</i>	<i>\$69.00</i>

Recommendation of award is to the following contractors as the responsive and responsible bidders offering the most favorable bid prices: **Advance Fire Protection, Hampstead, MD** as the primary contractor, Guardian Fire Protection Service, Gaithersburg, MD and American Automatic Sprinkler, Inc., Owings Mills, MD as the secondary contractors, and *Fireline Corporation, Baltimore, MD* as the tertiary contractor. The funding for this contract will be provided by the Office of Maintenance Operating Budget.

6. **Contracted Services: Sylvan Learning** **Award Value \$303,700**
One-year Extension **Sylvan Learning Systems, Inc.**
Contract #1-105-96

A one-year extension of contract is recommended to **Sylvan Learning Systems, Inc., Baltimore, MD** for services at Grange Elementary School, Riverview Elementary School and Woodlawn Middle School.

The focus of the program at Grange Elementary School is instructional support in reading and study skills for all Grade 3 students, i.e., approximately 100 students. Students entering the program are evaluated through a series of pretests and Sylvan conferences with faculty and school administrators. Students are then assigned to one of three study tracks, using an individually designed program for each student. The fee for the 2002-03 school year is \$62,500.

The focus of the program at Riverview Elementary School is instructional support for students in Grade 3 also. Services are provided to supplement BCPS's curriculum in reading and writing language skills for approximately 100 students. Sylvan provides pretest assessment prior to a student entering the program, and following review of the results the student is enrolled into an individualized, perspectives instructional program. The fee for the 2002-03 school year is \$121,200.

The focus of the program at Woodlawn Middle School is instructional support in reading and study skills for approximately 100 students in grade six. Students entering the program are evaluated through a series of pretests and Sylvan conferences with faculty and school administrators. Following their selection, students will have a unique and individualized program designed for them. The fee for the 2002-2003 school year is \$120,000.

Among the responsibilities of the contract, Sylvan must provide a minimum of two informational meetings and presentations to parents. The first meeting is designed to orient the parents to the program and the second meeting provides a report of the students' progress. Meetings are scheduled with parents on a regular basis throughout the year to discuss the instructional program. Additionally, Sylvan provides weekly attendance reports, monthly summary reports, and a final progress report on each student to the school administrator.

The contract also includes a performance guarantee, i.e., a guarantee that requires a specific number of hours for direct instruction, instructional progress documented in assessment tools, and additional hours of service at no charge to respond to any student(s) who fails to achieve the established improvement goals. Sylvan personnel are Maryland certified teachers who provide instruction during the school day as well as after school activities. A summary report is prepared by the Office of Educational Accountability of the Sylvan program results for all of the schools.

Sylvan Learning Systems, Baltimore, MD has agreed to honor all fees, terms and conditions of the original bid specification. Funding for the program will be provided by Title I for Riverview Elementary and by an equity grant and the school's operating budget for Grange Elementary School. Funding for Woodlawn Middle School will be provided through grant funds from MSDE to support the reconstitution program.

7. **Contracted Services: Wood Dance Floor Installation for Patapsco High School** **Estimated Award Value: \$15,000**
Contract #3-305-03 **Master Care Flooring**

A bid to qualify and select a contractor(s) to provide and install a special wooden dance floor in the dance studio at Patapsco High School was issued on June 6, 2002 to six vendors. Proposals were received from two vendors.

The specifications to install a dance floor approximately 47' 4" x 47' 2" were developed in conjunction with the Construction Office, the dance instructor for Patapsco High and the bidders at a pre-bid conference. The work will also include the construction of a ramp at each of the four entrance doorways to the dance floor area.

<u>Master Care Flooring, Baltimore, MD</u>	\$15,000
Most, Inc., Baltimore, MD	\$22,542

Recommendation of award is to **Master Care Flooring, Baltimore, MD** as the responsive and responsible bidder offering the base bid price of \$15,000. The funding for this contract will be provided by the Magnet School operating funds.

8. **Equipment Contract: Window Air Conditioners** **Estimated Award Value: \$20,000**
United Product Distributors
Contract #3-329-03

A bid to qualify and select contractor(s) to provide firm fixed pricing for window air conditioners for the Baltimore County Public Schools was issued on June 6, 2002 to six vendors. Responses were received from two vendors, of which one was a no bid. Specifications were developed in conjunction with the Office of Maintenance and the bidders at a pre-bid conference.

Recommendation of award for the Friedrich Air Conditioners is to **United Product Distributors, Baltimore, MD** as the responsive and responsible bidder offering the most favorable aggregate pricing for this group.

The funding for this contract will be provided through the operating budget of the Office of Maintenance.

9. **Equipment & Software Contract – Video Image System** **Estimated Award Value: \$50,000**
Contract #3-328-03

A bid to furnish computer equipment, specialized accessory equipment and software for video manipulation was issued on July 3, 2002 to 13 vendors. Responses were received from eight vendors, five of which were no bids.

The specifications, developed in conjunction with the Office of Technology Education, classroom instructors, and the bidders requires the Award Bidders to provide fully functional and tested student workstation systems. The bid award was made on a per item basis.

Vendors	660 DVS Workstation	Upgrade Existing	#BJPSVW254 Workstation
Bleu Jay Productions, Inc., Bel Air, MD	\$3,897.00	\$3,486.00	\$3,897.00
Custom Fit, Inc. Chantilly, VA	\$3,996.00	\$3,274.00	\$4,451.00
1 Beyond, Sommerville, MA	\$4,295.00	\$2,974.00	\$2,735.00

Recommendation of award is to **Bleu Jay Productions, Inc., Bel Air, MD** for the 660 DVS workstations and to **1 Beyond, Sommerville, MA** for upgrading existing equipment to meet new requirements and for the purchase of new #BJPSVW254 workstations. The equipment under this contract will be funded from grants, operating funds and capital projects accounts for new construction.

10. Literacy Training Program

Estimated Award Value: \$31,900
Children's Literacy Initiative

The **Children's Literacy Initiative (CLI)** program is a compilation of effective strategies and techniques developed from the latest literacy research and classroom experience and designed to complement any school curriculum. A practical hands on approach is used to train teachers, helping them enhance their instructional practices and classroom environments. Central to the program are the literacy materials teachers receive: collections of quality children's books with book racks for display; alphabet manipulatives; and writing boxes filled with pads of paper, pencils, crayons, postcards, and stencils. Included in the program are assessment tasks to track the success of students. These assessment tasks include alphabet letter identification, concepts about print, writing vocabulary, dictation, the Peabody Picture Vocabulary Test and a running record and story retelling.

CLI programs have proven successful in the public schools of Philadelphia, PA; Camden and Newark, NJ; and all Baltimore City Public Schools.

Representatives of the Office of Elementary Education visited Thomas Johnson Elementary School, Baltimore, MD on October 2, 2001, and two schools in Philadelphia, PA on January 10, 2002. A meeting between a group of BCPS Elementary Principals of Level One schools and Ms. Linda Katz, Executive Director of the **CLI**, to discuss the teaching strategies and the training necessary for teachers to provide the program resulted from the visits.

On February 25, 2002 the BCPS principals who attended the meeting with Ms. Katz were provided an opportunity to visit two Baltimore City Schools, Thomas Johnson Elementary (Kindergarten) and Carter Woodson Elementary (Prekindergarten) to observe the Literacy program in action. BCPS schools were then asked to consider piloting the **CLI** program.

Hebbsville Elementary has determined that the **CLI** program would align with the reading/writing goal outlined in their 2002-2003 School Improvement Plan. The **CLI** program would provide a "jump start" for the development of students' writing skills beginning at the prekindergarten level. Hebbsville Elementary School would, therefore, like to serve as a "pilot project" and implement the program in their prekindergarten and three kindergarten classes.

The cost of this implementation would be \$13,900 for materials and \$18,000 for contract services such as Teacher training. Funds would be provided through Hebbsville's Title One account.

11. **Specialty Paper & Envelopes**
Two-Year Bid
Contract #4-401-03

Estimated Annual Award: \$100,000
Estimated Award Value \$200,000
Xpedx, Hanover MD

A multi-year bid for the purchase of various types of paper and sizes of specialty paper and envelopes for the Office of Copy and Print Services was issued on June 6, 2002 to 14 vendors. Responses were received from seven vendors of which three were no bid responses.

The products included in this bid represent the type of specialty paper and envelopes required by the Office of Copy and Print Services to produce unique products in-house at a cost effective rate. The paper products are not carried in inventory but ordered on an as needed basis with a two-day delivery requirement from the distributor.

The bid was designed to require vendors to submit a fixed discount on the Distributor's End Column price list from the paper mill. The percentage discount will remain constant for the two-year term of the contract. Award of contract is being recommended on an aggregate basis.

	<u>Paper</u>	<u>Envelopes</u>
Xpedx, Hanover, MD	31%	31%
RIS Paper, Capitol Heights, MD	29%	29%
White Rose Paper, Baltimore, MD	25%	30%
Ray's Envelope, Baltimore, MD	NB	20%

The award of contract is recommended to the bidder meeting all specifications, **Xpedx, Hanover, MD** with a total estimated award value of \$100,000 over the two-year term of the contract. Funding will be provided by the operating budget of the Office of Copy and Print Services.