

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: September 9, 2002
TO: BOARD OF EDUCATION
FROM: Dr. J. Hairston, Superintendent
SUBJECT: Recommendations for Award of Contracts
Board Exhibit – September 9, 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 September 9, 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 – September 9, 2002**

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

1. **Contracted Services: Flexible** **Estimated Award Value: \$70,000**
 Benefits Administrator **Stanley, Hunt, Dupree & Rhine, Inc.**
 Three-Year Bid
 Contract #2-296-03

A multi-year bid to select a vendor to provide flexible benefits administration for health care and dependent care spending accounts was issued on July 4, 2002 to 18 vendors. Responses were received from six vendors of which one vendor submitted a no-bid response. There are currently 606 employees participating in the health care spending account and 205 employees participating in the dependent care spending account. Employees are allowed to contribute a maximum of \$4,000 per family to the health care and a maximum of \$5,000 to the dependent care spending accounts. Claims to the spending accounts are processed on a bi-monthly basis.

The bid evaluation was based on 1,000 participants and was structured to consider technical merit and price. Refer to Attachment A for a price tabulation.

Evaluations of the technical proposals included minimum check amount, payment time frame, account balance and enrollment information and communication assistance. In that **Stanley, Hunt, Dupree & Rhine, Greenville, SC** has been BCPS's provider of this service since 1998 and has performed satisfactorily, recommendation of award is to this bidder in the estimated amount of \$70,000 over a three-year contract term, based on 811 employee participants at \$25.80 per employee per year plus a \$2,000 per year service and training fee. Funding will be provided through the operating budget of the Office of Benefits.

2. **Contracted Services: Special** **Estimated Annual Award: \$1,500,000**
 Education, Related Services **Estimated Award Value: \$3,000,000**
 Two-Year Bid
 Contract #2-295-02

A bid to provide Speech, Occupational and Physical Therapies, Audiology and Education of the Deaf/Hearing Impaired who must use sign language to students ranging in age from birth to 21 years of age was issued on June 27, 2002 to 23 bidders. Responses were received from eight vendors of which two vendors

submitted no-bid responses. One proposal, from Cross County TravCorps, was considered non-responsive because their proposal did not contain the required references as stipulated in the proposal.

Proposals were evaluated based on price, minimum billing period, extent of program services, references and the bidders' past records of service with BCPS (if any). Refer to Attachment B for a price tabulation.

Services are provided in a variety of locations in the county including Elementary, Middle and High Schools, Special Schools, Infants and Toddlers Centers and limited home visits.

Speech Therapists provide screening, assessment and treatment for direct and collaborative programming to move toward an inclusive classroom model. Therapists also develop Individual Education Plans (IEP), Individual Family Service Plans (IFSP) for infants and toddlers, and participate in Admission, Review & Dismissal (ARD) teams.

Physical and Occupational Therapists provide treatment and annual skill updating evaluation, assist in developing IEPs and IFSPs and participate in ARD teams when appropriate.

Recommendation of award is to **Care Resources, Baltimore, MD; Hearing & Speech Agency, Baltimore, MD; Henning & Cole, Cockeysville, MD; Education Based Services, Concordville, PA; and Invo Health Care, Doylestown, PA.** Specific assignments will be made by the Office of Special Education to accommodate BCPS's needs in conjunction with bidders' caseloads and the lowest available hourly rates. Funding will be provided through the operating budget of the Office of Special Education.

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| 3. <u>Contracted Services: Vehicle Towing Services</u>
<u>Two-Year Bid</u>
Contract #2-297-03 | Estimated Annual Award: \$20,000
Estimated Award Value: \$40,000
Ted's Towing Services, Inc. |
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A multi-year bid to select a vendor to provide vehicle towing, winching and transporting services was issued on July 4, 2002 to 22 vendors. Proposals were received from three bidders, one of which was rejected as non-responsive due to its failure to meet licensing and equipment requirements. Bidders were required to provide a fixed price for five services based on BCPS's estimate of frequency. Refer to Attachment C for a price tabulation.

The award bidder must have in its possession equipment as specified by BCPS to service all fleet vehicles, including school buses, trucks, grounds equipment and automobiles, and is required to arrive at any requested site in both Baltimore City

and Baltimore County jurisdictions within 30 minutes of notification, 24 hours per day, seven days per week, including all holidays.

Recommendation of award is to **Ted's Towing, Baltimore, MD** in the estimated amount of \$40,000 over a two-year contract term. Funding will be provided through the operating budget of the Office of Transportation.

4. <u>Elementary Textbooks and Curriculum Materials</u>	Estimated Award Value: \$619,095.18
	Harcourt School Publishers \$187,624.80
	Taylor Science Materials \$222,172.32
	Gibbs Smith Publisher \$209,298.06

The Offices of Elementary Science and Social Studies and their Textbook Evaluation Committees have reviewed textbooks and instructional materials submitted by various publishers for use in 103 elementary schools in Baltimore County. All textbooks reviewed meet national standards for instruction and closely align with the Maryland Content Standards for Social Studies and Science.

The textbooks and related instructional materials were evaluated using criteria established by the BCPS Office of Elementary Education in accordance with Board Policy and Superintendent's Rule 6163.2. The criteria included: matching the MD State Department of Education standards, multicultural provisions, gender provisions, readability for grade level, accuracy of information, technology components, assessment materials, student workbooks and/or activity, readability of materials, availability of support materials, connections to other disciplines, use of multi-sensory learning styles, use of hands-on learning, use of a logical sequence of knowledge and skills, involvement of high level thinking skills, and applicability to the real world and current event issues.

Superintendent's Rule 3215 creates guidelines and procedures for sole source procurement only under specific guidelines. The rule permits a sole source contract when the Office of Purchasing determines "that it would be advantageous or [that it would be] impractical to seek or utilize another source when the requirement is only available from a single source, and when the compatibility of equipment, accessories, or replacement parts is the paramount consideration. A sole source purchase may arise from the following conditions: Copyrighted products, such as software, publications, textbooks, media, or products (specialized and/or advanced technology), which ensure a compatible learning environment for students/faculty at various school sites. Any sole source purchase, having a dollar value of \$15,000 or more, excluding goods defined in section 5-112, shall be presented to the Board of Education of Baltimore County for approval prior to awarding the contract and/or issuing the purchase order. A copy of all related sole source documentation should become part of the purchase order file in the Office of Purchasing.

The textbook series Harcourt Brace Science 2002, published by **Harcourt Brace, Orlando, FL**, was selected by the science office and textbook committee as the series that most closely correlates with the philosophy and curriculum design for our fifth grade science. It also aligns with the Maryland Learning Outcomes 2002.

The Maryland Adventure textbook and The Teachers Resource package, published by **Gibbs Smith, Layton, UT**, were selected by the Social Studies textbook committee as the textbook and supporting materials that best serve the needs of our diverse population of fourth grade students and also align with the Maryland Learning Outcomes 2002. This text is currently being used in the Baltimore County Schools.

Taylor Science Materials Center, Boyds, MD was the only company that would custom design Science Kits containing specific materials of instruction that were selected by the Science Office and the Science Textbook review committee. These materials supplement the Science 2002 textbook and align with the selection criteria and the Maryland Learning Outcomes 2002.

These purchases will be funded through the Department of Elementary Education for fiscal year 2003.

5. **Food Service: Cleaning Agents & Detergents** **Estimated Award Value: \$99,944**
MD State Contract ##001B1900803 **EcoLab, Inc.**

The Office of Food and Nutrition Services will be utilizing a contract issued by the State of Maryland for the purchase of cleaning agents and detergents (September 1, 2002 through August 31, 2003).

All contracts issued and awarded by the State of Maryland allow all governmental agencies, including all counties and the city, to participate in the contracts. The award vendor for this contract is **EcoLab, Inc., St. Paul, MN**.

The estimated value of the contract is \$99,944. Funding will be provided by the Office of Food and Nutrition Services.

6. **Food Service: Vending Machine Products** **Estimated Annual Award: \$100,000**
Two-Year Contract **Estimated Award Value: \$200,000**
Contract #4-429-02 **VSA Division of MultiFoods**

A multi-year bid for the purchase of vending machine products (candy, cookies, crackers, coffee, etc.) was issued on April 11, 2002 to 13 vendors. Responses were received from three vendors of which two were rejected for failing to meet all specifications.

The specifications were designed to allow the vendors to submit a “catalog/list” of products suitable for vending machines. The criteria for selection of a vendor was price. The Office of Food and Nutrition Services chose twenty items from each price list and did a price comparison. Vendors had to meet the specifications regarding rebate programs offered by manufacturers.

Award of contract is recommended to the bidder meeting all specifications, **VSA Division of MultiFoods, Swedesboro, NJ.**, in the estimated annual award value of \$100,000. Funding will be provided by the Office of Food and Nutrition Services.

7. **Language Laboratories** **Estimated Annual Award: \$48,165**
Three-Year Bid **Estimated Award Value: \$144,495**
Contract #4-405-03

A multi-year bid for the purchase of Language Laboratories was issued on July 3, 2002 to 13 vendors. Responses were received from six vendors of which three were no-bid responses.

The specifications were designed to allow the vendors to submit prices for the approved Overhead Tray type units primarily for new/renovation construction and for a “wireless” Unit that is portable and does not require special wiring or construction. The purchase of the type of unit for a school would be contingent upon approval of the school’s foreign language program.

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

<u>Bidders</u>	<u>Overhead Tray</u>	<u>Wireless</u>
Mid-Atlantic School Equipment Co., Colonial Heights, VA		\$19,807
Stevens Learning Systems, Atlanta, GA	\$28,358	
Fleetwood Group, Inc., Holland, MI		\$21,278

The estimated value of the contract for the three-year term is \$144,495. Award

is recommended to the lowest bidders meeting all specifications, **Mid-Atlantic School Equipment Company of Colonial Heights, VA** for the “Wireless” unit in the estimated amount of \$59,421 and **Stevens Learning Systems, Atlanta, GA** for the Overhead Tray system in the estimated amount of \$85,074. Funding will be provided by the operating budget of the individual school or capital funds for new or renovated schools.

8. Library Magazines & Periodicals Estimated Annual Award: \$74,000
Contract # 4-407-03 W.T. Cox

The annual bid for the purchase of magazines and periodicals for all schools was issued on August 1, 2002 to nine vendors. Responses were received from two vendors.

The specifications establish a contract price for approximately 180 magazines and Periodicals. A “catalog” is prepared by the Office of Purchasing and issued to each school to select the items required for their instructional/library programs.

The specifications were designed to allow the bidders to offer a trade discount off the one-year subscription rate. This contract may be extended for two additional one-year periods. The trade discount rate shall remain constant for any contract extensions.

<u>Bidders:</u>	<u>Trade Discount</u>
W. T. Cox Subscriptions, Inc., Shallotte, NC	13.2%
EBSCO, Shrewsbury, NJ	5.0 %

Award of contract is recommended to the bidder meeting all specifications, **W. T. Cox Subscriptions, Inc., Shallotte, NC**, in the estimated amount of \$74,000. Funding will be provided by the operating budget of each individual school budget.

9. Library Supplies Estimated Annual Award \$20,000
Two-Year Bid Estimated Award Value: \$40,000
Contract # 4-406-03

A multi-year price agreement for the purchase of miscellaneous library supplies was issued on July 18, 2002 to ten vendors. Responses were received from six vendors of which three vendors were rejected for failing to meet all specifications.

The specifications require the bidders to offer a discount for all library supplies within a unique industry catalog. The vendor must guarantee the discount rate with delivery to each individual school for orders processed on an as needed basis. Delivery is required within 14 days of receipt of the purchase order

document or through the use of the BCPS' procurement card. The specifications allow the award of contract to multiple bidders offering the greatest diversity of library products for the schools and offering the highest discount off the published catalog price.

	<u>Discount Rate</u>
Brodart Company, McElhattan, PA	20%
Demco, Inc., Madison, WI	14%
The Library Store, Kensington, MD	7%

The award of contract is recommended to the three bidders meeting all specifications to provide a guaranteed discount rate while allowing for a diversity of products for the school's libraries and media specialists. The award bidders are: **Brodart Company, McElhattan, PA; Demco, Inc., Madison, WI; and The Library Store, Kensington, MD**, for a combined annual expenditure of \$20,000. Funding will be provided by the operating budget of each individual school.

10. **Music Instruments**
Contract # 4-404-03

Estimated Award Value: \$75,000

A bid for the purchase of various music instruments was issued on June 27, 2002 to 26 vendors. Responses were received from 13 vendors of which three vendors submitted no-bid responses.

Award of contract is recommended to the lowest bidders meeting all specifications:

Brook Mays Music Company, Dallas, TX

Oboe Outfits, Bass Clarinet Outfit, Contra-Alto Clarinet Outfit, Alto Sax Outfit, Double French Horn Outfit, Euphonium Outfit, Marching Tuba Outfit, Upright Tuba Outfit, Violin Outfit, Cello Outfits, Bass Drum w/stand, Vibraphone, Classic Grand Marimba, Timpani, Crash Cymbals, Paiste Gong, Marching Bass Drums

Music Is Elementary, Cleveland, OH

Oboe Outfit, Tenor Sax Outfit, Trumpet Outfit, Trombone Outfit, Sousaphone

Music Mall, Inc., Lowell, PA

Viola Outfit (Intermediate), Snare Drum Outfit, Bass Drum, Concert Tom-Toms, Suspended Zildjian Cymbals, Crash Cymbals, Marching Bass Drums, Marching Multi-Toms

Nick Rail Music, Santa Barbara, CA

Tubular Chimes

Stu's Music Shop, Inc., Westminster, MD
Piccolo Outfit, Flute Outfit, Bassoon Outfit, Snare Drum Outfit, Orchestra Bells

Washington Music Center, Inc., Wheaton, MD
String Bass Outfit, Concert Steel Bells, Marching Bass Drum

West Manor Music, Inc., Bronx, NY
Baritone Sax Outfit, Marching Mellophone, Viola Outfit, Xylophone, Timpani

The Westwind and Brasswind, South Bend, IN
Cymbals, Crash Cymbals

The estimated award value is \$75,000. Funding will be provided by the operating budget of the Office of Music.

11. **School Bus Video Cameras** Estimated Award Value: \$200,000
Contract # #AACPS 01-189 Gatekeeper Systems, Inc.

Permission is requested to use an Anne Arundel County Public Schools contract for the purchase of 400 school bus cameras to be installed by BCPS. The contract was publicly solicited as a formal bid and subsequently awarded to **Gatekeeper Systems, Inc., Sumas, WA** by AACPS in May 2001. Refer to Attachment D for a price tabulation.

Following a review of several camera systems, **Gatekeeper Systems** is preferred by BCPS's Transportation office in terms of overall performance and reliability. Funding will be provided through a federal grant and third party revenue.

12. **Software: Special Education** Estimated Award Value: \$25,847
Sole Source Intellitools, Inc.

Permission is requested to purchase four sets, at 75 units per set, of **Intellitools Inc., Pataluma, CA** special education software as a sole source purchase. Office of Purchasing procedure OP4002.4 defines sole source as a purchase that occurs when a product or service is available from only one (1) supplier. Sole source refers to the supplier, not the product or service. A sole source purchase may arise from the following conditions: Copyrighted products, such as software, publications, textbooks, media, or products (specialized and/or advanced technology), which ensure a compatible learning environment for students/faculty at various school sites.

Any sole source purchase, having a dollar value of \$15,000 or more, excluding goods defined in section 5-112, shall be presented to the Board of Education of Baltimore County for approval prior to awarding the contract and/or issuing the

purchase order. A copy of all related sole source documentation should become part of the purchase order file in the Office of Purchasing. Superintendent's Rule 3215 creates guidelines and procedures for sole source procurement only under specific guidelines. The rule permits a sole source contract when the Office of Purchasing determines "that it would be advantageous or [that it would be] impractical to seek or utilize another source when the requirement is only available from a single source, and when the compatibility of equipment, accessories, or replacement parts is the paramount consideration.

Intellitools is used as a daily instructional program for students who rely on visual supports for learning, such as students in the spectrum of autism or students requiring a life skills curriculum. This population of students is increasing in BCPS, as it is nationally.

Intellitools software focuses on areas tested in state assessments and is currently in use at BCPS. This software is specified in the federal grant through which it will be purchased.

ATTACHMENT A

BALTIMORE COUNTY PUBLIC SCHOOLS
OFFICE OF PURCHASING
FLEXIBLE BENEFITS ADMINISTRATION
BID#2-296-03

VENDOR	PRICE PER EMPLOYEE PER YEAR	TOTAL PER 1000 PARTICIPANTS	OTHER FEES	OPTIONS/ ENHANCEMENTS	TOTAL EXCLUDING OPTIONS
Ceridian, St Petersburg, FL	\$49.20	\$49,200.00	\$4,995.00	None	\$54,195.00
Doyle, George, & Co. Santa Ana, CA	\$60.00	\$60,000.00	\$1,500.00	\$60,000.00 (for flex account)	\$61,500.00
Employee Benefit Specialist Pleasanton, CA	\$48.00	\$48,000.00	\$5,250.00 plus mtgs and #5500form: approx. \$1,000	None	\$54,250.00
Hirsch Financial Services Hunt Valley, MD	\$42.00	\$42,000.00	Included	None	\$42,000.00
Stanley, Hunt, DuPree & Rhine Greenville, SC	\$25.80	\$25,800.00	\$2,000.00	\$24,000.00 (for flex account)	\$27,800.00

ATTACHMENT C

BALTIMORE COUNTY PUBLIC SCHOOLS
 OFFICE OF PURCHASING
 TOWING SERVICES
 BID#2-297-03

VENDOR	TOW	REMOVE DRIVE AXLE	PLACE UPRIGHT	WINCH VEHICLES	TRANSPORT VIA LOWBOY	TOTAL
The Auto Barn Baltimore, MD						Non-responsive
Sullivan's Garage Baltimore, MD	\$27,000.00	\$875.00	\$450.00	\$875.00	\$675.00	\$29,875.00
Ted's Towing Services Baltimore, MD	\$24,300.00	\$875.00	\$500.00	\$825.00	\$750.00	\$27,250.00

ATTACHMENT D

ANNE ARUNDEL COUNTY PUBLIC SCHOOLS
SCHOOLS BUS CAMERAS
Bid #01-189

	GATE KEEPER	SILENT WITNESS	SAFETY VISION	ULTRAK	KINGMOR SUPPLY
PACKAGE #1*	\$650 (less \$150 w/o installation)	\$650	\$636	\$711	\$775
PACKAGE #2**	\$300	\$355	\$261	\$439	\$433.70
PACKAGE #3***	\$195	\$179	\$261	\$319	\$335.30
TOTAL	\$1145	\$1184	\$1158	\$1469	\$1544

*Complete System, including installation

**Dummy System, including installation

***Dummy System capable of being changed to live system, including installation