

BALTIMORE COUNTY PUBLIC SCHOOLS



DATE: September 24, 2002
TO: BOARD OF EDUCATION
FROM: Dr. J. Hairston, Superintendent
SUBJECT: Recommendations for Award of Contracts
Board Exhibit – September 24, 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 24, 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 24, 2002**

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

1. Equipment Contract: Tractors **Estimated Award Value: \$43,200.78
State of MD Contract #001B3900085**

A bid to provide pricing for various tractors was issued by the State of Maryland. The specifications allow all public agencies and schools systems to purchase equipment from this bid. Tractors equipped to accommodate the needs of the BCPS Office of Grounds Services are listed on this bid for a cost of \$21,600.39 each, based upon discounted pricing. These tractors, purchased to replace aging equipment, will be used by the general maintenance crews for excavation and grading operations.

The Office of Purchasing recommends award of contract to **Security Equipment, Baltimore, MD**, for the purchase of two tractors for the total price of \$43,200.78. Funding will be provided from the operating budget of the Office of Grounds Services.

2. Food Service: Kitchen Equipment **Estimated Award Value: \$100,000
Contract #4-402-03**

A bid for the purchase of miscellaneous kitchen equipment for various schools on an as needed basis was issued on June 20, 2002, to 31 vendors. Responses were received from eight vendors of which three were no-bid proposals. Bid will be in effect from the date of board approval through May 30, 2003.

The specifications were designed to allow the bidders to submit a percentage off the most recent published manufacturer's list price for a particular list of manufacturer's equipment submitted by the Office of Food and Nutrition Services. This bid will be used to purchase equipment on an as needed or emergency basis.

<u>Manufacturer</u>	<u>Discount</u>
Beverage Air (Milk Coolers-18 case capacity)	
American Energy & Restaurant, Springfield, VA	56%
Beltway Restaurant Equipment, Beltsville, MD	50%
DePalo & Sons, Inc., Baltimore, MD	50%
Restaurant Depot, Baltimore, MD	50%
Ashland Equipment, Inc, Belcamp, MD	50.16%

Blickman (Cooking Oil Filters)	
Ashland Equipment, Inc.	44.62%
Beltway Restaurant Equipment	40%
Restaurant Depot	40%
DePalo & Sons, Inc.	38%
American Energy & Restaurant	NB
Blodgett (Ovens)	
Ashland Equipment, Inc.	51.07%
Restaurant Depot	50%
American Energy & Restaurant	46%
DePalo & Sons, Inc.	42%
Beltway Restaurant Equipment	40%
Crescor (Heated Transport Equipment)	
Ashland Equipment, Inc.	44.62%
DePalo & Sons, Inc.	43%
American Energy & Restaurant	36%
Beltway Restaurant Equipment	35%
Restaurant Depot	20%
Frymaster (Deep Fryers)	
American Energy & Restaurant	54%
DePalo & Sons, Inc.	50%
Restaurant Depot	50%
Ashland Equipment, Inc.	49.57%
Beltway Restaurant Equipment	35%
Groen (Steamers & Kettles)	
Ashland Equipment, Inc.	49%
DePalo & Sons, Inc.	43%
Beltway Restaurant Equipment	40%
Restaurant Depot	40%
American Energy & Restaurant	37%
Hatco (Heated Serving Equipment)	
Ashland Equipment, Inc.	47.21%
DePalo & Sons, Inc.	43%
Restaurant Depot	40%
American Energy & Restaurant	37%
Beltway Restaurant	27%

Norlake (Milk Coolers-24 case capacity)

Restaurant Depot	50%
American Energy & Restaurant	47%
Depalo & Sons, Inc.	45%
Ashland Equipment, Inc.	43.97%
Beltway Restaurant	40%

Metal Master (Stainless Steel Tables)

American Energy & Restaurant	56%
Ashland Equipment , Inc.	50.16%
DePalo & Sons, Inc.	50%
Restaurant Depot	50%
Beltway Restaurant	35%

Victory (Refrigerators & Freezers)

Ashland Equipment, Inc.	59.5%
Beltway Restaurant	50%
DePalo & Sons, Inc.	50%
Restaurant Depot	50%
American Energy & Restaurant	47%

Award of contract is recommended to the lowest bidders meeting all specifications, **American Energy & Restaurant Equipment of Springfield, VA, Ashland Equipment, Inc. Belcamp, MD, and Restaurant Depot, Baltimore, MD**, in the estimated amount of \$100,000. Funding will be provided by the Office of Food and Nutrition Services.

3. **Food Service: Kitchen Equipment** **Estimated Annual Award: \$131,816**
Maintenance **Estimated Award Value: \$263,632**
Two-Year Bid
Contract #4-403-03

A bid for contracted services for the repair of kitchen equipment (Area I: Refrigeration and Area II: Mechanical Equipment) to include preventive maintenance for refrigeration was issued on June 20, 2002, to replace the contract awarded to Adler Services Group, Inc., at the Board Meeting of May 15, 2001, for the period of July 1, 2001, through June 30, 2004. Adler Services Group, Inc., filed chapter 11 bankruptcy and closed their business on May 30, 2002. The bid was issued to 33 vendors. Responses were received from 11 vendors of which three were no-bid responses and one was rejected as non-responsive.

For the purpose of this bid, the food service locations have been divided into two geographical areas by the Office of Food and Nutrition Services. This is a multi-

year bid (two years) and the bid specifications were designed to allow the vendors to bid by geographical area with an hourly time/materials rate.

Part One: Refrigeration Preventive Maintenance

Area I	Cost Per School	
	<u>Elementary (54)</u>	<u>Secondary (24)</u>
Control Tec, Inc., Baltimore, MD	\$150.00/hour	\$300.00/hour
Rock Spring Heating, Bel Air, MD	\$164.50/hour	\$259.00/hour
EMR, Inc., Baltimore, MD	\$170.00/hour	\$255.00/hour
Applied Systems, Inc., Reisterstown, MD	\$177.00/hour	\$177.00/hour
RJH AC/Refrigeration, Beltsville, MD	\$406.00/hour	\$380.00/hour
Hobart, Inc., Baltimore, MD	NB	NB

Part One: Refrigeration Equipment Repairs

Area I	<u>Hourly Rate</u>	<u>Parts (Mfg.List)</u>
Control Tec, Inc.	\$47.00	15% mark-up
Applied Systems, Inc.	\$58.00	5% mark-up
Rock Springs Heating	\$63.00	14% mark-up
EMR, Inc.	\$85.00	25% mark-up
RJH AC/Refrigeration	\$85.00	40% mark-up
Hobart, Inc.	NB	NB

Part Two: Mechanical Equipment

Area II	Hourly Rate	<u>Parts (Mfg.List)</u>
Control Tec, Inc.	\$47.00	15% mark-up
Applied Systems, Inc.	\$58.00	5% mark-up
Rock Spring Heating	NB	NB
EMR, Inc.	\$85.00	10% mark-up
RJH AC/Refrigeration	\$85.00	40% mark-up
Hobart, Inc.	\$94.00	0% mark-up

Award of contract is recommended to the lowest bidder meeting all specifications, **Control Tec, Inc., Baltimore, MD**, in the estimated amount of \$88,253 for the refrigeration preventive maintenance/repairs and \$43,563 for the mechanical equipment repairs, for a total estimated award value of \$131,816 for one year. Funding will be provided by the Office of Food and Nutrition Services.

4. **Realtor Services** **Estimated Award Value: \$30,000**
Two-Year Extension **MacKenzie Commercial Real Estate Services, LLC**
Contract #2-228-00

A bid for commercial realtor services was issued July 15, 1999, to 12 vendors. Responses were received from five vendors of which two vendors submitted a no-bid response. The bid was structured to appraise the capability, experience, and fee schedule of bidders in regard to the services required by BCPS. Such services include locating, evaluating, and recommending sites for schools, administrative offices, bus lots, and warehouse space, and assisting in contract preparation and negotiation. Award criteria included evidence of bidders' stability, particularly

the experience of the realtor that would be assigned to BCPS, examples of representing a government entity that included experience with government budgeting and procurement processes, examples of negotiating for clients, especially for better than market price transactions, and examples of preparing commercial lease agreements and contracts of sale. Award of contract to **MacKenzie Commercial Real Estate Services, LLC, Lutherville, MD**, was approved by the Board of Education in September 1999.

The specifications were designed to provide a two-year extension of contract upon the request of BCPS. The award bidder has agreed to honor all pricing, terms and conditions of the original proposal. Extension of contract is recommended to **MacKenzie Commercial Real Estate Services, LLC**, in the estimated amount of \$30,000. Fees are included in the purchase price of the department making the purchase.

5. **School Bus Tire Recapping** **Estimated Award Value: \$100,000**
One-Year Extension **Rice Retreading, Inc.**
Contract #2-249-01

A bid for the purchase of tire recapping services for school bus tires was issued on August 3, 2000, to eight vendors. Responses were received from six vendors of which two vendors submitted a no-bid response. Award of contract was approved by the Board of Education in October 2000.

In observance of a federal recycling mandate, recapped tires must be used whenever possible by any agency receiving federal funds and expending more than \$10,000 annually for the purchase of new tires. State regulations limit using recapped tires for rear tires only on school buses, and it is BCPS policy to recap a casing only once.

The bid was designed to provide a one-year extension of contract upon the request of BCPS. The award bidder has agreed to honor all pricing, terms and conditions of the original proposal. Extension of contract is recommended to **Rice Retreading, Inc., Frederick, MD**, in the estimated amount of \$100,000. Funding will be provided by the Office of Transportation.

6. **Special Education: Augmentative** **Estimated Award Value: \$57,688**
Communication Devices **MD Assistive Technology COOP**
COOP solicitation

Permission is requested to utilize price agreements established by the **Maryland Assistive Technology Cooperative, Savage, MD**. This non-profit organization was founded in 1998 and is in part funded and supported by MSDE. Its mission is to support Maryland schools with assistive technology through services,

training and by using its combined purchasing leverage to establish price agreements for special-education-specific hardware and software. Baltimore County is a founding member of the COOP.

The products purchased through the COOP enable students' participation in educational programs on an equitable effort with their non-disabled peers. The specific products of this request were recommended during Assistive Technology evaluations in the spring of 2002. Vendor selection and prices were established through a competitive solicitation issued and advertised (*Baltimore Sun*) in June, 2002, by the COOP. Contracts became effective July 15, 2002. Products consist of augmentative communication devices that provide students who lack functional verbal communication skills with a means to communicate. Funding will be provided in part through a federal grant for assistive technology and in part through the operating budget of the office of Special Education.

7. **Project F.A.C.E** **FY 2002-2003 Estimated Award Value: \$92,160**
Contract # LMB 03-03-0006 **Total Projected Award Value: \$92,160**
1-Year Contract Possible Renewal for 5 Years

Project Family Attendance Counseling Encouragement (Project FACE) is a program designed to provide coordination and referral for intensive family and/or individual student counseling for students who have not met the State standard of 94% school attendance in targeted middle schools. Under this initiative, the Governor's Office of Crime Control and Prevention (GOCCP) has awarded FY02-03 funds to the Local Management Board (LMB) specifically to support a family attendance counseling and encouragement project designed to address the problem of truancy in six (6) identified Baltimore County Public Schools which are Woodlawn Middle, Old Court Middle, Middle River Middle, Southwest Academy, Lansdowne Middle, and Stemmers Run Middle.

As a group, these schools represent populations with the following characteristics:

- School attendance at or below the county average.
- High percentage of children who qualify for free and reduced meals.
- High mobility rates.
- CTBS scores below the national median.

Based on an assessment of needs, intensive family and/or individual student counseling will be provided. These services will help improve student attendance, thus enhancing the possibilities of positive youth development and increasing student achievement. Using an integrated model of service delivery, referrals will be screened, evaluated, processed, and coordinated by the home school Pupil Personnel Workers. In addition, services can be assessed involving a proactive or remedial approach through a variety of sources, e.g., identification by home school Pupil Personnel Worker, referral from Project Attend, in conjunction

with the State's Attorney's Attendance Letter or following District Court Disposition.

The LMB has awarded Baltimore County Public Schools a grant to provide services to support two hundred forty (240) students and their families, forty (40) per identified school for FY 2002-2003. Baltimore County Public Schools will oversee the expenditure of the grant monies for eligible expenses incurred by the Youth Service Bureaus (YSB) in the performance of its responsibilities. The three Youth Service Bureaus, First Step, Lighthouse INC., and Dundalk Youth Service Center, will partner with the Baltimore County Public Schools and provide contracted services in the proposed project. The Youth Service Bureaus involved in this project are private, non-profit organizations governed by a volunteer Board of Directors with a professional staff, which provides the assessment and evaluates the need of each client to determine the service and program to help the individual. As a result of this assessment, an individual treatment plan is developed. All clinical staff are licensed and certified in their professional fields and by the State of Maryland.

Project FACE services will be delivered within a ten (10) week time frame with two (2) additional follow-up sessions. The YSB will deliver services in a flexible manner, tailoring specific interventions to families' needs, strengths, values and resources. The services to be provided will include, but not be limited to, the following:

- Providing individual, family or group counseling
- Providing parent education classes
- Providing links to community services
- Providing links to appropriate follow-up services

Funding in the total amount not to exceed \$92,160 during the entire term of this agreement comes from a grant funded by the GOCCP and awarded in FY02-03.

Baltimore County Public Schools shall participate in quality assurance and outcome evaluation activities as designated by the LMB and the GOCCP. Activities will include, but are not limited to, group meetings, site visitations, and peer review of policies and procedures. A Family Satisfaction Survey shall be distributed to all families served, with a stamped envelope addressed to the Project F.A.C.E. Liaison to evaluate the program.

The Office of Pupil Personnel Services of Baltimore County Public Schools has developed many interagency partnerships to address the issue of student truancy. By implementing intensive family/student counseling services for truancy, the current interagency collaborations will be further enhanced.