

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: November 7, 2002

TO: BOARD OF EDUCATION

FROM: Dr. J. Hairston, Superintendent

SUBJECT: Recommendations for Award of Contracts
Board Exhibit – November 18, 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 November 18, 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

Inspections will be done by the primary award contractor. If, for any reason, the primary award contractor is unable to do the work within the timeframe of the Office of Maintenance, the next ranked contractor will be asked to do the work, and so on throughout the list.

For the following three contracts, if a larger project with a definable scope has been identified, **all of the award bidders** will be asked to provide a "not to exceed quote." All of the award bidders will be provided with the scope of the project and will be asked to include all materials and labor required to properly complete the project by a specified date. Since all the award bidders are offering a competitive price, the cost is usually substantially less than utilizing the time and material scenario. However, this quote process still guarantees that all work is to be done by pre-qualified contractors.

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| 2. | <u>Contracted Services:</u>
<u>Blueprint & Text Reproduction</u>
<u>Three-year Contract</u>
<u>Contract #3-336-03</u> | Estimated Annual Award: \$300,000
Estimated Award Value: \$900,000 |
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A three-year bid was issued on September 19, 2002, for blueprint and text reproduction. Proposals were received from seven vendors, including one no-bid response. The specifications were developed in conjunction with the Office of Construction and the bidders at a pre-bid meeting. The specifications were to qualify vendors and to obtain firm-fixed pricing for picking up, copying, and delivering various blueprint and text reproduction work primarily issued by the Office of Purchasing for various solicitations.

Pricing shall remain firm through August 30, 2003. After this date, it is the award bidder's responsibility to notify the Office of Purchasing, 90 days in advance, of any change in pricing from the manufacturer. BCPS reserves the right to accept or reject the price increase within 30 days. Pricing can only be adjusted based upon the paper manufacturer's adjustment in price to the award vendor or for a substantial increase in gasoline costs and the approval, in advance, by the Office of Purchasing.

The award of contract is recommended to **Gardens Reprographics of Baltimore, MD**, as the responsive and responsible vendor offering the lowest aggregate price for the various types of copying services priced. The estimated award value for this contract is \$300,000, annually, based upon historical purchase of these products. Funding will be provided by the operating budget of the Office of Construction, aging school funding, and capital projects' budgets.

any change in pricing from the manufacturer. BCPS reserves the right to accept or reject the price increase within 30 days. Pricing can only be adjusted based upon the manufacturer's adjustment in price to the award vendor and the approval, in advance, by the Office of Purchasing.

The award of contract is recommended to **Global Hardware of Beltsville, MD**, as the responsive and responsible vendor for the various fencing materials being priced. The award of contract is recommended to **Ferguson Enterprises of Baltimore, MD**, as the responsive and responsible vendor offering the lowest aggregate price for the various galvanized pipe and fittings being priced. Based upon the bid results, it is estimated that the BCPS will save approximately 61 percent off the cost of the galvanized pipe by awarding these items separately.

The estimated award value for this contract is \$50,000, annually, based upon historical purchase of these products. Funding will be provided by the operating budget of the Office of Grounds, aging school funding, capital projects, and individual schools' operating budgets.