

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: December 11, 2002
TO: BOARD OF EDUCATION
FROM: Joe A. Hairston, Superintendent
SUBJECT: Recommendations for Award of Contracts
Board Exhibit – January 14, 2003
ORIGINATOR: J. Robert Haines, Deputy Superintendent, Business Services
RESOURCE PERSON(S): Patrick Fannon, Controller; Rick Gay, Purchasing Manager

RECOMMENDATION

That the Board of Education approve the following contract recommendations.

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 – January 14, 2003

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

1. Diplomas, Diploma Covers & Certificates Estimated Award Value: \$23,000
One-Year Extension
Contract #4 -412-02

A bid for the purchase and printing of diplomas, diploma covers, and certificates was issued on December 6, 2001, to seven vendors. Responses were received from two vendors. Award of contract was approved by the Board of Education on February 12, 2002.

The bid specifications were redesigned 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 for the period of January 1, 2003, through December 31, 2003.

Extension of contract is recommended to **Jostens, Inc., Redwing, MN**, in the estimated amount of \$23,000. Funding is to be provided by the Office of Student Data.

2. Leasing Portable Modular Classrooms Estimated Annual Value: \$400,000
Five-year Contract Estimated Award Value: \$2,000,000
Contract #RHA -342-03

At the request of the Office of Maintenance, a five-year bid was issued on October 31, 2002, to obtain firm fixed pricing for the lease of portable modular classrooms for use at various school sites. Solicitations were reissued to 22 vendors, and bids were received from four vendors. The initial agreement will include a *turn-key* combination of on-site foundation work, transportation to site and setting in place of units, assembly and connection of units, installation of ramps, railings, and interior and exterior lighting, fees, permits, and licensing. All units shall be in compliance with The Americans with Disabilities Act (ADA) and all federal codes, state codes, fire department regulations and codes, NFPA Life Safety Codes, and local building codes for such use. The Office of Maintenance will be responsible for providing an appropriate area to set up the unit, connection of electricity, bells, intercom, networking into the units, and the extension of any sidewalks. These specifications were developed in conjunction with the Office of Maintenance and through a pre-bid meeting.

The terms of the contract shall remain in effect through October 10, 2007. Pricing shall remain firm through August 31, 2005. After this date, it is the award bidder's responsibility to notify the Office of Purchasing, at least 90 days in advance, of any change in pricing due to increased fuel charges or material costs. BCPS reserves the right to accept or reject a price increase within 30 days of being notified. Pricing can only be adjusted based upon the increase/decrease in the price of fuel and/or cost of materials to the award vendor. BCPS also reserves the right to terminate the contract on any or all items, with a 30-day notice, and to re-bid.

The solicitation required the bidder to provide separate pricing for each of the following: a monthly rental price for each unit; cost of delivery of the unit to an unobscured site; cost of set-up of the unit on the site; cost of installing skirting on the units; the price for ramps, steps, and handrails to meet or exceed code; and the price for disassembly and removal of units from the site at the end of the lease. The units being provided by the bidders are existing units owned by the leasing company, and not custom-made units specifically designed as classroom space. Since the needs of the school system are impossible to predict, and since the low bidder may not have units available when needed, or in the quantity needed, the Office of Purchasing is recommending multiple awards of contract. All units will be leased for an initial period of three years, with the option without penalty to cancel the lease after six months. The Office of Purchasing is recommending that awards be made to the three companies offering the most favorable pricing based upon the computed cost of a three-year lease.

Ranking	<u>Single Classroom Units</u> Company	Cost of 3 year Lease
Primary	Resun Leasing, Inc., Edgewood, MD	\$17,766
Secondary	GE Capital Corporation, Baltimore, MD	\$22,250
Tertiary	Modular Technologies, Kingston, NC	\$22,404
No Award	Vanguard Modular Building Systems, Bel Air, MD	\$33,499

Ranking	<u>Double Classroom Units</u> Company	Cost of 3 year Lease
Primary	GE Capital Corporation, Baltimore, MD	\$27,680
Secondary	Resun Leasing, Inc., Edgewood, MD	\$28,355
Tertiary	Modular Technologies, Kingston, NC	\$34,360
No Award	Vanguard Modular Building Systems, Bel Air, MD	\$44,576

The estimated award value for this contract is \$400,000, annually, based upon historical lease of these units. Funding will be provided by the operating budgets of the Office of Maintenance and Capital Projects.

3. **Moving/Relocating Modular Classrooms** **Estimated Annual Value: \$100,000**
Five-year Contract **Estimated Award Value: \$500,000**
Contract # RHA -343-03

At the request of the Office of Maintenance, a five-year bid was issued on October 31, 2002, to qualify and select a contractor to move portable modular classrooms from one location to another location, and to set up same. This is an indefinite quantity contract with the award bidder not being guaranteed any work. Solicitations were issued to 23 vendors, and responses were received from two vendors, including one no-bid. The initial agreement will include the permits for transportation and also the actual transportation of units to the site. The unbolting of the units, loading of the units, setting in place, assembly and connection of units, installation of ramps, railings, interior and exterior lighting, fees, permits, and licensing will be the responsibility of the Office of Maintenance. Additionally, the Office of Maintenance will be responsible for providing an appropriate area to set up the unit, connection of electricity, bells, intercom, networking into the units, and the extension of any sidewalks. The specifications were reviewed and revised in conjunction with the Office of Maintenance and through a pre-bid meeting.

The terms of the contract shall remain in effect through October 10, 2007. Pricing shall remain firm through August 31, 2003. After this date, it is the award bidder's responsibility to notify the Office of Purchasing, at least 90 days in advance, of any change in pricing due to increased fuel charges. BCPS reserves the right to accept or reject a price increase within 30 days of being notified. Pricing can only be adjusted based upon the increase/decrease in the price of fuel and/or material to the award vendor. BCPS also reserves the right to terminate the contract, with a 30-day notice, and to re-bid.

The solicitation required the bidder to provide a price for moving one unit (both halves). Phone calls to the vendors who did not bid indicated that these companies either were not interested in just transporting the trailers, or did not think they could be competitive with Equipment Transport's price because that is the subcontracting company they would call upon to do the actual move if they got the award. The Office of Purchasing is recommending that an award be made to Equipment Transport, Baltimore, MD, offering the base bid price of \$3,281 per move. This reflects a 15 percent increase in price from the previous bid issued in 1999.

The estimated award value for this contract is \$100,000, annually, based upon historical moves of these units. Funding will be provided by the operating budgets of the Office of Maintenance and Capital Projects.