BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: January 28, 2003

TO: BOARD OF EDUCATION

FROM: Joe A. Hairston, Superintendent

SUBJECT: Recommendations for Award of Contracts
Board Exhibit – February 11, 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 approves the following contract recommendations.

*****

See the attached list of contract recommendations presented for consideration by the Board of Education of Baltimore County.

RLG/caj

Appendix I – Recommendations for Award of Contracts – Board Exhibit
Recommendations for Award of Contracts
Board Exhibit – February 11, 2003

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

1. **Contract:** Contracted Services: Burner Preventative Maintenance, Installation, and Repair
   **Bid #:** RHA-346-03
   **Term:** 5 years **Extensions:** 0
   **Contract Ending Date:** 2/11/08 (tentative)
   **Estimated annual award Value:** $150,000
   **Estimated total award value:** $750,000
   **Bid issued:** November 7, 2002
   **Pre-bid meeting date:** November 21, 2002
   **Due Date:** December 5, 2002
   **No. of vendors issued to:** 33
   **No. of bids received:** 10
   **No. of no-bids received:** 1

   **Description:**
   Contracted Services: Inspections, Preventative Maintenance, and Time & Material Projects with *Not-to-Exceed Quotes*

   The Division of Physical Facilities, Office of Maintenance, has requested the Office of Purchasing to issue the following solicitation. The following contract is an indefinite-quantity contract, as the services intended for purchase are based upon future needs of the system, and are pending allocation of funds.

   The Office of Maintenance intends to have pre-qualified contractors with the appropriate insurance, training, and certification to be *on call* to do inspections, repairs, and installations. Based upon the previous needs of the Office of Maintenance for these types of services, availability of the contractors when called upon to do work, and the urgency to have the work done within a specified timeframe, the award of contract may be made to multiple contractors for this solicitation. All work under this contract will be done either on a *time-and-material* or by a *not-to-exceed* quote basis.

   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 contract, 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. Specifications were developed in conjunction with the Office of Maintenance staff and contractors on call to do burner services and troubleshooting of existing systems, and to provide installation of new work.

**Recommendation:**
Awards of contract is recommended to:

<table>
<thead>
<tr>
<th>Level</th>
<th>Company</th>
<th>Location</th>
<th>Price/Hr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td>Phillips Way, Inc., Owings Mills, MD</td>
<td></td>
<td>$38.00</td>
</tr>
<tr>
<td>Secondary</td>
<td>R.F. Warder Co., Baltimore, MD</td>
<td></td>
<td>$47.75</td>
</tr>
<tr>
<td>Tertiary</td>
<td>Facility Engineering Service Corp., Reisterstown, MD</td>
<td></td>
<td>$57.97</td>
</tr>
</tbody>
</table>

**Responsible school or office:** Office of Maintenance and Office of Engineering and Construction

**Contact Person:** Cornell Brown

**Funding Source:** Operating budget, aging school funds, and capital projects
2. **Contract:** Contracted Services: Regulated Waste Processing and Removal  
   **Bid #:** JCO-411-03

   **Term:** 5 years  
   **Extensions:** 2/one year each  
   **Contract Ending Date:** 2/11/10 (tentative)  
   **Estimated annual award Value:** $30,000  
   **Estimated total award value:** $150,000

   **Bid issued:** October 3, 2002  
   **Pre-bid meeting date:** October 14, 2002  
   **Due Date:** October 23, 2002  
   **No. of vendors issued to:** 15  
   **No. of bids received:** 4  
   **No. of no-bids received:** 1

   **Description:**  
The services include the disposal of waste oil, anti-freeze, diesel fuel, and gasoline filters. Bidders were asked to provide pricing on all services, and the award was made on an aggregate price per single scheduled pickup for each category. The value of this contract is based upon historical and projected services.

   **Recommendation:**  
Award of contract is recommended to:

   **A2Z Environmental Services, Joppa MD**  
   **$652**

   A2Z is the lowest responsible bidder providing the best value to BCPS based on an aggregate unit price for all services required.

   **Responsible school or office:** Office of Environmental Services and Department of Transportation  
   **Contact Person:** Ron Kehne, Bob Merrey  
   **Funding Source:** Office of Environmental Services and Department of Transportation
3. **Contract:** Custodial Floor Care Products  
   **Bid #:** JCO-414-03

**Term:** 3 years  
**Extensions:** 0  
**Contract Ending Date:** 2/11/06 (tentative)

**Estimated annual award Value:** $211,880  
**Estimated total award value:** $635,640

- **Bid issued:** November 21, 2002  
- **Pre-bid meeting date:** December 2, 2002  
- **Due Date:** December 12, 2002  
- **No. of vendors issued to:** 23  
- **No. of bids received:** 9  
- **No. of no-bids received:** 1  
- **No. of non-responsive:** 2

**Description:**  
This is a multi-year bid to establish a price agreement for the purchase of custodial floor care products (floor stripper, floor finish, dust mop treatment, and floor restorer). The bid was designed to award the products on an aggregate basis to provide for compatibility of product and efficiency in use. The products were evaluated and approved by the Office of Operations prior to the issuance of the bid. Products are ordered on an as-needed basis and shipped to Distribution Services for issuance to schools and offices.

**Recommendation:**  
Award of contract is recommended to:

   City Group, Inc., Jessup, MD

**Responsible school or office:** Office of Operations  
**Contact Person:** Mike Eppig  
**Funding Source:** Office of Operations