

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: March 11, 2003
TO: BOARD OF EDUCATION
FROM: Joe A. Hairston, Superintendent
SUBJECT: Recommendations for Award of Contracts
Board Exhibit – March 25, 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 – March 25, 2003**

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

- 1. Contract:** Contracted Services: Expeditionary Learning Outward Bound
Contract #: JNI 717-03

Term: 1 Year **Extensions:** 0 **Contract Ending Date:** 9/30/03 (tentative)
Estimated annual award value: \$31,000
Estimated total award value: \$31,000

Bid issued: Sole Source
Pre-bid meeting date: NA
No. of vendors issued to: NA
No. of bids received: NA
No. of no-bids received: NA

Description:

Chase Elementary School requests approval to use the *Expeditionary Learning Outward Bound* program as a resource for improving student achievement. The approval is for a one-year period from October 1, 2002, to September 30, 2003.

Chase Elementary School will use the technical assistance and professional development resources to plan and implement teacher-developed learning expeditions and Expeditionary Learning instructional and assessment practices, and will help align these practices with state and district standards and assessments and data on student achievement. They will also help adapt the school's organizational structure to make maximum use of time, space, staff, and other resources to improve student learning. To measure success, baseline data will be collected, an implementation check will be conducted, and an annual self-review will be conducted.

On-site services will involve 15-person days to include a 2-3 day planning institute for teachers in July of 2003, a one-day experience for the fifth graders at the Baltimore Outward Bound Center, and a one-day experience for the Environmental Explorers at the Outward Bound Center. Also included are visits from the Expeditionary Learning staff and the national faculty to work on curriculum, assessment, and other practices essential to the implementation of the design. The baseline data will be checked against benchmarks to assess the level of implementation.

Off-site programs will include providing two spaces for attendance at summits, national institutes, or Outward Bound courses for educators at the wilderness schools. It also provides for five spaces at the national conference, showcasing effective Expeditionary Learning classroom practices, and two spaces for attendance to the national leadership conference.

Expeditionary Learning textbooks and instructional materials will be provided for each faculty member and administrator. The school will receive a newsletter and access to the web site.

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. Superintendent's Rule 3209 paragraph 2. (A) Requires "All purchases of textbooks, computer software, and other materials are subject to the published procedures, authority, and scrutiny of the office of Purchasing." While Board Policy 3210 paragraph 2 has been interpreted to mean that we are required to formally bid instructional material in accordance with section 5-112 and section 7-106 of the Annotated Code of Maryland, section 5-112 (b) (3) (ii) 1. indicates that 5-112 does not apply if the County Board determines in the written specification that a particular manufacturer's product is required to maintain compatibility of service or equipment. Office of Purchasing procedure OP4002.4 indicates that 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.

Recommendation:

Approval of use of program to:

Expeditionary Learning Outward Bound, Garrison, New York 10524

Responsible office: Assessment, Research, and Testing

Contact Person: Mandi Kirsh

Funding Source: Funding is provided through Challenge Grant Funds at Chase Elementary School

2. Contract: General School and Office Furniture and Equipment
Bid #: JNI-716-03

Term: NA **Extensions:** NA **Contract Ending Date:** 10/24/06 (tentative)
Estimated annual award value: \$1,750,000
Estimated total award value: \$6,550,000

Bid issued: April 2001
Due Date: May 16, 2001
No. of vendors issued to: 32
No. of bids received: 31
No. of no-bids received: 0

Description:

A multi-year bid, BP-01161, was issued by the City of Baltimore for office furniture and equipment, and was approved October 24, 2001, for use by the members of the Baltimore Regional Purchasing Committee. The initial bid was effective for a two-year period with three one-year extensions allowed. This bid specified percentage discounts off the manufacturer's listed pricing on furniture supplied by various dealers.

Baltimore County Public Schools is a member of this cooperative purchasing group and the Office of Purchasing requests approval to purchase school and office furniture and equipment utilizing this contract. This contract will be used to purchase furniture and equipment for New Town High School.

Recommendation:

Various dealers awarded in BP-01161

Abridge Interiors, Towson, MD 21286
AJ Stationers, Baltimore, MD 21226
American Design Associates, Towson, MD 21204
American Office, Baltimore, MD 21202
Blockhouse Co., Inc., York, PA 17402
Capital Office Systems, Inc., Kensington, MD 20895
Douron, Inc., Owings Mills, MD 21117
F.A. O'Toole Office Systems, Inc., Hunt Valley, MD 21030
Glover Equipment, Inc., Cockeysville, MD 21030
Haworth, Inc., Washington, DC 20004
Indiana Desk, Jasper, IN 47547-0280
Interior Elements, Inc., Columbia, MD 21046
Kreuger International, Inc., Green Bay, WI 54302
Maryland Office Interiors, Baltimore, MD 21244
Mity-Lite, Inc., Orem, UT 84057
Rudolph's Office Supply, Inc., Baltimore, MD 21236

School Specialty, Inc., Mansfield, OH 44903
Sitmatic Seating, Pico River, CA 90660
SitOnIt Office Seating, Brea, CA 92821
Spectrum Industries, Inc., Chippewa Falls, WI 54729
Standard Office Supply, Washington, D.C. 20011
StorageLogic, Inc., Towson, MD 21204
The Diversified Group, Inc., Mississauga, ON, Canada L5T1K1
The Library Store, Ltd., Kensington, MD 20895
Total Office Interiors, Baltimore, MD 21218
US Business Interiors, Inc., Baltimore, MD 21201
Young & Watson, Inc., Severna Park, MD 21146

Responsible school or office: Office of Purchasing

Contact Person: Jack S. Nichols

Funding Source: The operating budget of the various schools and offices, grants, or capital projects

3. Contract: Soft Drink Vending
Bid #: PCR-209-03

Term: 5 years **Extensions:** 5 years **Contract Ending Date:** 04/01/13 (tentative)
Estimated annual award value: \$500,000
Estimated total award value: \$5,000,000

Bid issued: January 30, 2003
Pre-bid meeting date: February 13, 2003
Due Date: February 26, 2003
No. of vendors issued to: 5
No. of bids received: 2
No. of no-bids received: 1

Description:

It is the intent of this solicitation to establish a base-level percentage rebate to all schools from vended soft drinks, juice, water, sports drinks, and tea products. Additionally, the solicitation defines the requirements of quality of product, frequency of machine service, appearance of the machine, the terms of commission payments, and the reporting of sales data. Individual schools will be free to negotiate an increase in the base rebate percentage, product selling prices, and cash sponsorships for award bidders' vending rights.

These vending rights allow for the placement of vending equipment in the various campus locations, excluding the facilities under the operation of BCPS' Office of Food and Nutrition Services. In accordance with current MSDE policy, the machines are turned off during the hours that the Office of Food and Nutrition Services is serving meals and therefore do not directly compete with the food and nutrition program. During the term of the contract, BCPS agrees that no product, other than that offered by the awarded vending service provider, shall be placed in or displayed on campus, except in the area operated by the Office of Food and Nutrition Services, and that no competitive products shall be used or sold on the premises during school-sponsored events. All proceeds are deposited in the campus student activity fund and used for benefit of the students at that campus. There is no rental fee or cost for the vending machines.

The Pepsi Bottling Group, Cheverly, MD

Soft Drink: Pepsi, Diet Pepsi, Mt. Dew, Dr. Pepper, Sierra Mist, Pepsi Blue, Code Red, Pepsi Twist
Juice, Water, Tea: Aquafina, Peach Papaya, Strawberry Melon, Pink Lemonade, Apple Raspberry, Tangerine Citrus, Lipton Brisk, Lipton Brisk Lemonade
Sports Drinks: Lemon-Lime, Fruit Punch, Orange, Glacier Freeze, Strawberry Ice, Riptide Rush

Mid-Atlantic Coca-Cola Bottling Company, Inc. Baltimore, MD

Soft Drink: Coca-Cola, Diet Coke, Vanilla Coke, Diet Vanilla Coke, Caffeine Free Diet Vanilla Coke, Diet Coke with Lemon, Sprite, Cherry Coke, Mellow Yellow, Barq's, Minute Maid, Ginger Ale, Mr. Pibb

Juice, Water, Tea: Fanta, Fruitopia, Nestea, Poweraid, Minute Maid, Minute Maid Lemon, Dasani

Contracts generated from this solicitation shall be requirement contracts with quantities projected by the vending service providers. BCPS offers no guarantee that the estimated quantities will be met and/or exceeded. The total-dollar value of the contract is estimated with the final-dollar amount determined by the actual products purchased during the contract period. The approval of these contracts is in keeping with Baltimore County Board of Education Policy 3000, to explore all practical and legal sources of income, and Policy 1400, allowing individual schools to enter into a relationship with a private business firm to generate funds.

No BCPS funding is involved with these contract awards.

Recommendation:

Award of contract is recommended to:

The Pepsi Bottling Group, Cheverly, MD
Mid-Atlantic Coca-Cola Bottling Company, Inc. Baltimore, MD

Responsible school or office: Individual schools.

Contact Person: School principal or designee.

Funding Source: No BCPS funding involved.

4. Contract: Supply Contract: Various Door Hardware
Bid #: RHA-355-03

Term: 4 years **Extensions:** 0 **Contract Ending Date:** December 31, 2006 (tentative)

Estimated annual award value: \$30,000

Estimated total award value: \$120,000

Bid issued: January 2, 2003

Pre-bid meeting date: January 28, 2003

Due Date: February 6, 2003

No. of vendors issued to: 16

No. of bids received: 3

No. of no-bids received: 2

Description:

This bid was designed to qualify and select a vendor(s) to supply various door hardware, closures, and replacement parts for numerous types of doors for Baltimore County Public Schools for the term of contract. The equipment will be used by the Office of Maintenance for maintaining the proper operation of doors within schools, portable classrooms, and offices. Bids were developed in conjunction with the bidders and the Office of Maintenance. Since the listing of all the possible components was not possible, the companies are offering a percentage off the manufacturer's published list prices.

Recommendation:

American Building Supply, Inc., Oak Park, IL 60304

World Class	Hinges	65% off list
LCN	Door closers	56% off list
Von Duprin	Exit Devices & Mullions	56% off list
Corbin Russwin	Locksets and exit devices	up to 56% off list

Building Components Corporation, Towson, MD 21286

Leslie Locke	Vision lites and door louvers	25% off list
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Independent Hardware, Inc., Philadelphia, PA 19106

Hager	Hinges	75% off list
ROTON	Hinges	53% off list
NGP	Door sweeps and thresholds	46% off list
Reese	Door Sweeps and thresholds	46% off list
Stanley	Hinges & locksets	59% off list
Sargent	Locksets and exit devices	57% off list
Yale	Locksets and exit devices	59% off list
ARROW	Locksets and exit devices	58% off list

Responsible school or office: Office of Maintenance

Contact Person: Cornell Brown

Funding Source: Operating Budget for the Office of Maintenance

5. Contract: Supply Contract: Various HVAC Filters
Bid #: RHA-365-03

Term: 5 years **Extensions:** 0 **Contract Ending Date:** December 31, 2007 (tentative)
Estimated annual award Value: \$30,000
Estimated total award value: \$150,000

Bid issued: January 23, 2003
Pre-bid meeting date: February 7, 2003
Due Date: February 20, 2003
No. of vendors issued to: 9
No. of bids received: 3
No. of no-bids received: 0

Description:

This bid was designed to qualify and select a vendor(s) to supply various types of air filters for HVAC systems throughout all the Baltimore County Public Schools for the term of contract. The air filters are used for a variety of operations, which may include, but are not limited to, heating, cooling, and fresh air systems. Prices must remain firm until December 31, 2003. After this date, the award bidder may request a price adjustment based upon the manufacturer's price increase. The 67 filters priced represent the majority of the filters utilized within the various schools and buildings; however, any filters that were not specifically priced will be purchased from the same awardee.

Recommendation:

Award of contract is recommended to the lowest priced bidder meeting specifications for 67 filters as listed on the bid:

Air Filter Maintenance, Baltimore, MD 21224

Responsible school or office: Office of Maintenance

Contact Person: Cornell Brown

Funding Source: Operating Budget for the Office of Maintenance