

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** April 22, 2003  
**TO:** BOARD OF EDUCATION  
**FROM:** Joe A. Hairston, Superintendent  
**SUBJECT:** Recommendations for Award of Contracts  
Board Exhibit – April 22, 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.

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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 – April 22, 2003**

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

- 1. Contract:** Contracted Services: "On Call" wood floor refinishing, re-lining & repair for gymnasiums, stages, and other locations  
**Bid #:** RHA-362-03

**Term:** 5 years    **Extensions:** 0    **Contract Ending Date:** April 28, 2008 (tentative)  
**Estimated annual award value:** \$50,000  
**Estimated total award value:** \$250,000

**Bid issued:** February 6, 2003  
**Pre-bid meeting date:** February 19, 2003  
**Due Date:** March 6, 2003  
**No. of vendors issued to:** 14  
**No. of bids received:** 8  
**No. of no-bids received:** 0

**Description:**

**Contracted Services: "On Call" for 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. This 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 wood floor refinishing, re-lining and repair for gymnasiums, stages, and other locations. All work under this contract will be done either on a *time-and-material* or by a *not-to-exceed* quote basis.

Time and material jobs will be done by the award contractor. 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.

**Recommendation:**

Award of contract is recommended to:

A-L Abatement, Inc., Baltimore, MD, for refinishing and repairing damaged flooring with new matching wood flooring

Harrison Wood Floors, Baltimore, MD, for relining of athletic courts on wood floors

Weyers Floor Service, Odenton, MD, for relining of non-wood floors

Youngs Floor & Remodeling, Baltimore, MD, for wood floor refinishing

**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:** Cosmetology Labs at Carver Center for the Arts & Technology and Western School of Technology & Environmental Science  
**Bid #:** JNI-705-03

**Term:** 1 Year **Extensions:** 0 **Contract Ending Date:** June 30,2004 (tentative)  
**Estimated annual award value:** \$123,725  
**Estimated total award value:** \$123,725

**Bid issued:** February 20, 2003  
**Pre-bid meeting date:** March 6, 2003  
**Due Date:** March 18, 2003  
**No. of vendors issued to:** 15  
**No. of bids received:** 2  
**No. of no-bids received:** 0

**Description:**

A bid was issued for Cosmetology Labs for Carver Center for the Arts & Technology and Western School of Technology & Environmental Science. These labs and the equipment purchased will include: reception desks, mannequin workstations, styling stations, styling chairs, shampoo stations, and stationary hair dryers. These facilities will be used to train students in skills necessary to be licensed in the State of Maryland and eligible for entry-level employment into the job market.

**Recommendation:**

Recommendation of award is made to Most Inc., Baltimore, MD

**Responsible school or office:** Office Technical Programs

**Contact Person:** Rhonda Hoyman

**Funding Source:** State Categorical Grant Funds allotted to the Office of Technical Programs

**3. Contract:** Diesel Antifreeze  
**Bid #:** 2-269-01

**Term:** 1 year Extension  
**Estimated annual award value:** \$25,000  
**Contract Ending Date:** May 30, 2004 (tentative)

**Bid issued:** March 29, 2001  
**Pre-bid meeting date:** April 17, 2001  
**Due Date:** April 25, 2001  
**No. of vendors issued to:** 11  
**No. of bids received:** 2  
**No. of no-bids received:** 1  
**No. of non-responsive:** 1

**Description:**

This is a one-year extension to a multi-year contract for providing heavy-duty diesel antifreeze. Normally we extend a contract after reviewing the vendor's performance, and determining that there has been no change in the type of product, or service, or in our product requirements, or a significant drop in the market price that the award bidder would be unwilling to extend. Frequently an extension of the contract can allow for a slight price increase based on the Consumer Price Index (CPI). However in this solicitation, the volatility of the market precluded any long-term price guarantees or CPI-based price adjustments. In this case our contract requires that the prices offered shall be firm from the date of approval by the Board of Education for six months. After the six month grace period the award vendor must provide BCPS within 10 days of any manufacturer's price changes. Any price adjustments to BCPS are limited to the actual manufacturer's price change. The award bidder also agrees to pass on any price reductions as well. If BCPS accepts the new price increase the award vendor agrees to maintain the new price for a six-month period. The original award of contract was approved by the Board of Education in May 2001. The antifreeze is primarily used to maintain BCPS' fleet of 787 school buses as well as approximately 350 trucks.

**Recommendation:**

Award of contract is recommended to:

Johnson & Towers, Baltimore, MD

**Responsible school or office:** Office of Transportation

**Contact Person:** Wayne Hopkins

**Funding Source:** Operating budget of Office of Transportation.

**4. Contract:** Document Printing System  
**Contract #:** PCR- 223-03 (02CM-191, Anne Arundel County Public Schools)

**Term:** 5 year      **Extension:** 0      **Contract Ending Date:** May 1, 2008 (tentative)  
**Estimated annual award value:** \$33, 912  
**Estimated total award value:** \$169,560

**Description:**

Approval is requested to participate in the Anne Arundel County Public Schools (AACPS) award for the installation of one Océ model DPS 400 digital document printing system. This is a five-year lease. The lease will include all maintenance, supplies and use of the equipment and is based on a minimum number of impressions per year. This unit is designed for copy center use, as opposed to office-quality equipment, and will replace three lesser-rated Océ models that Copy and Print Services currently runs. This equipment will be used primarily for requirements from Special Education and for the production of curriculum guides. The terms of the lease allow for 7,200,000 impressions per year at a cost of \$2826 per month, this is equivalent to a \$.00471 cents per impression, less the cost of paper. The cost of the DPS 400 will be the same as the aggregate of the three machines it replaces while doubling printing speed, providing input scanning of documents, and increasing print resolution to 600dpi. Costs are significantly lower than AACPS' rates in that Océ has agreed to apply under-used copy allocations from contracted Océ machines in area offices to the DPS 400. In addition to expanding capacity, the DPS 400 improves efficiency in that it requires one operator, whereas the 3155s it replaces require three operators if run simultaneously. The DPS 400 supports job submission through job ticketing software that BCPS already owns.

**Recommendation:**

Océ USA, Inc, Baltimore, MD

**Responsible school or office:** Office of Copy and Print Services

**Contact Person:** Don Dent

**Funding Source:** Operating budgets of the Office of Copy and Print Services

**5. Contract:** Lubricants and Motor Oils  
**Bid #:** 2-266-01

**Term:** 1 Year Extension: **Contract Ending Date:** April 25, 2004 (tentative)  
**Estimated annual award value:** \$70,000

**Bid issued:** February 8, 2001  
**Pre-bid meeting date:** February 22, 2001  
**Due Date:** March 8, 2001  
**No. of vendors issued to:** 12  
**No. of bids received:** 4  
**No. of no-bids received:** 2

**Description:**

This is a one-year extension to a multi-year contract for providing lubricants and motor oils. Normally we extend a contract after reviewing the vendor's performance, and determining that there has been no change in the type of product, or service, or in our product requirements, or a significant drop in the market price that the award bidder would be unwilling to extend. Frequently an extension of the contract can allow for a slight price increase based on the Consumer Price Index (CPI). However in this solicitation, the volatility of the market precluded any long-term price guarantees or CPI-based price adjustments. In this case our contract requires that the prices offered shall be firm from the date of approval by the Board of Education for ninety days. After the ninety-day grace period the award vendor must provide BCPS within 10 days of any manufacturer's price changes. Any price adjustments to BCPS are limited to the actual manufacturer's price change. The award bidder also agrees to pass on any price reductions as well. If BCPS accepts the new price increase the award vendor agrees to maintain the new price for a ninety-day period. The lubricants and motor oils are primarily used to maintain BCPS' fleet of 787 school buses as well as approximately 350 trucks. The original award of contract was approved by the Board of Education in April, 2001. Proposals were evaluated as an aggregate of six items, weighted by projected usage, to provide realistic price evaluation, thus assuring uniformity of product throughout BCPS. Lubricants and motor oils are used by the Offices of Transportation, Maintenance, and Grounds.

**Recommendation:**

Extension of contract is recommended to:

United Oil Company, Inc, Baltimore, MD

**Responsible school or office:** Office of Transportation

**Contact Person:** Wayne Hopkins

**Funding Source:** Operating budgets of the individual using offices.



**6. Contract:** Printing: Science Lab Manuals  
**Bid #:** JCO-417-03

**Term:** 120 days **Extensions:** 0 **Contract Ending Date:** August 3, 2003 (tentative)  
**Estimated total award value:** \$20,861

**Bid issued:** February 6, 2003  
**Pre-bid meeting date:** February 19, 2003  
**Bid due date:** February 28, 2003  
**No. of vendors issued to:** 32  
**No. of bids received:** 10  
**No. of no-bids received:** 2  
**No. of non-responsive:** 0

**Description:**

The bid specifications required the bidder(s) to offer a price for the printing of seven lab manuals (various titles) for delivery to the Distribution Center no later than June 1, 2003. The science lab manuals are delivered to the Distribution Center for distribution to the middle and high schools.

**Recommendation:**

Award of contract is recommended to:

Reproductions, Inc., Gaithersburg, MD

**Responsible school or office:** Office of Science

**Contact Person:** George Newberry

**Funding Source:** The operating budget of the Office of Science.

7. **Contract:** Technology Education Furniture-Workbenches  
**Bid #:** JNI-704-03

**Term:** 20 Month **Extension:** 0 **Contract Ending Date:** December 31, 2004 (tentative)  
**Estimated total award value:** \$35,000

**Bid issued:** February 20, 2003  
**Pre-bid meeting date:** March 6, 2003  
**Due Date:** March 18, 2003  
**No. of vendors issued to:** 6  
**No. of bids received:** 4  
**No. of no-bids received:** 0

**Description:**

A bid was issued for workbenches for the Technical Programs Office for various styles and types of workbenches to be used in the technical programs at Eastern Technical and New Town High Schools.

**Recommendation:**

Recommendation of award is made to:

Midwest Technology Products and Services of Sioux City, IA

**Responsible school or office:** Office Technical Programs

**Contact Person:** Rhonda Hoyman

**Funding Source:** State Categorical Grant Funds that were allotted to the Office of Technical Programs

**8. Contract:** Various Digital Equipment: Video Cameras, Projectors, Accessories, and Others  
**Bid #:** RHA-389-03

**Term:** 9 Month **Extension:** 0 **Contract Ending Date:** December 31, 2003 (tentative)  
**Estimated annual award value:** \$100,000  
**Estimated total award value:** \$100,000

**Bid issued:** March 3, 2003  
**Pre-bid meeting date:** NA  
**Due Date:** March 17, 2003  
**No. of vendors issued to:** 47  
**No. of bids received:** 13  
**No. of no-bids received:** 2

**Description:**

A multi-year bid was issued for a School-University Partnership for Excellence in Research-Based Science Technology Engineering and Math Project Grant to purchase equipment for various schools.

The equipment was specified within the grant and, therefore, the specifications were for only the specified manufacturer and model equipment and supplies identified. This is for purchase of specific items for a specific grant.

**Recommendation:**

Award of contract is recommended to the following companies:

Kunz, Inc., Baltimore, MD—digital videotapes and cables

Kipp Visual & Security Systems, Baltimore, MD—projector, screen, and speaker (installed)

Trox, Gibbsboro, NJ—digital video camera and tripod

Valiant, Inc., South Hackensack, NJ—tripod

CDW-G, Inc., Vernon Hills, IL—cables, microphones, photo carrying case

**Responsible school or office:** Information Technology

**Contact Person:** Gary Schlimme

**Funding Source:** National Science Grants