

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: September 9, 2003
TO: BOARD OF EDUCATION
FROM: Joe A. Hairston, Superintendent
SUBJECT: Recommendations for Award of Contracts
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 – September 9, 2003**

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

- 1. Contract:** Contracted Services: Internet Access to Media Sources
Bid #: JNI 123-98

Term: 3-year extension of contract **Contract Ending Date:** 8-31-06 (tentative)
Estimated annual award value: \$177,283.04
Estimated total award value: \$531,849.12

In August 1998, the Office of Library Information Services implemented an electronic service of accessing magazines and periodicals for secondary schools and in 1999 expanded the program to include elementary schools.

The program provides student access to: newspapers, magazines, periodicals, books, TV/radio government transcripts, pictures, and maps of the world. The system operates in Windows and Mac environments, as well as a Web version. The license also offers curriculum support and free published reports for teachers to use in preparing classroom instruction. Technical support is provided to the schools through a toll-free number, e-mail, customer newsletter, and online users' discussion groups.

Approval is requested to purchase the licensing agreement renewal from ProQuest (formerly Infonautics Corporation, Wayne PA). This agreement will provide access to the online database subscriptions used by all library media specialists in Baltimore County. The cost to each elementary school will be \$707.63, the cost to each middle school will be \$2,065, and the cost to each high school will be \$3,600.

Recommendation:

Award of contract is recommended to:

ProQuest, Ann Arbor, MI

Responsible school or office:	Office of Library Information Services
Contact Person:	Della Curtis
Funding Source:	Individual school operating budgets

2. Contract: Contracted Services: Sylvan Learning Extension
Bid #: 1-105-96

Term: 1-year extension of contract **Contract Ending Date:** 8-31-04
Estimated Extension Award Value: \$241,200

Description:

A one-year extension of contract is recommended to Sylvan Learning Systems, Inc., Baltimore, MD, for services at Riverview Elementary School and Woodlawn Middle School.

The focus of the program at Riverview Elementary School is instructional support for students in grades one through five. Services are provided to supplement BCPS' curriculum in reading and writing language skills for approximately 100 students. Sylvan provides pre-test assessment prior to a student entering the program, and following review of the results, the student is enrolled into an individualized, perspectives instructional program. The fee for the 2003-04 school year is \$121,200.

The focus of the program at Woodlawn Middle School is instructional support in reading and study skills for approximately 100 students in grade six. Students entering the program are evaluated through a series of pre-tests and Sylvan conferences with faculty and school administrators. Following their selection, students will have a unique and individualized program designed for them. The fee for the 2003-2004 school year is \$120,000.

Among the responsibilities of the contract, Sylvan must provide a minimum of two informational meetings and presentations to parents. The first meeting is designed to orient the parents to the program, and the second meeting provides a report of the students' progress. Meetings are scheduled with parents on a regular basis throughout the year to discuss the instructional program. Additionally, Sylvan provides weekly attendance reports, monthly summary reports, and a final progress report on each student to the school administrator.

The contract also includes a performance guarantee, i.e., a guarantee that requires a specific number of hours for direct instruction, instructional progress documented in assessment tools, and additional hours of service at no charge to respond to any student(s) who fails to achieve the established improvement goals. Sylvan personnel are Maryland certified teachers who provide instruction during the school day as well as after school activities. A summary report is prepared by the Office of Educational Accountability of the Sylvan program results for all of the schools.

Sylvan Learning Systems, Baltimore, MD, has agreed to honor all fees, terms, and conditions of the original bid specification.

Extension of these contracts is subject to the availability and/or appropriation of funds.

Recommendation:

Award of contract is recommended to:

Sylvan Learning Systems, Baltimore MD

Responsible school or office:

Riverview Elementary School
Woodlawn Middle School

Contact Person:

Riverview Elementary – Mick Small
Woodlawn Middle -- Jerilyn Roberts

Funding Source:

Riverview Elementary -- Title I
Woodlawn Middle – MSDE reconstitution grant

3. Contract: Equipment Contract: Window Air Conditioners
Bid #: RHA-313-04

Term: 1 year **Extensions:** up to 12 months **Contract Ending Date:** 8/31/04 (tentative)
Estimated annual award Value: \$20,000
Estimated total award value: \$40,000

Bid issued: July 31, 2003
Pre-bid meeting date: none held
Due Date: August 14, 2003
No. of vendors issued to: 8
No. of bids received: 2
No. of no-bids received: 1

Description:

The Division of Physical Facilities, Office of Maintenance, requested the Office of Purchasing to issue the following solicitation to provide firm-fixed pricing for window air conditioners for Baltimore County Public Schools. The following contract is an indefinite-quantity contract, as the products intended for purchase are based upon future needs of the system, and are pending allocation of funds. Installation of the air conditioners will be by BCPS (HVAC personnel or HVAC T&M contractors).

Recommendation:

Recommendation of award for the Friedrich Air Conditioners is to:

United Product Distributors, Baltimore, MD

Responsible school or office: Office of Maintenance, Office of Operations, and Office of Engineering and Construction

Contact Person: Cornell Brown

Funding Source: School and/or maintenance operating budget, aging school funds, and capital projects

4. Contract: Food Service: Dishwashing and Cleaning Agents
Bid #: JCO-408-04 (#001B3900858 State of Maryland Contract)

Term: 2 years **Extensions:** 1/1-yr **Contract Ending Date:** 4/03/06 (tentative)

Estimated annual award value: \$106,745

Estimated total award value: \$320,235

Description:

The Office of Food and Nutrition Services requests participation in the state contract to purchase dishwashing and cleaning agents (detergents for dishwashers, rinse additives, pot and pan cleaners, soaking solutions, and no-rinse disinfectant).

This is a two-year contract, with the option to extend for one additional year, issued by the State of Maryland to allow participation by all local jurisdictions. These items will be shipped on an as-needed basis to the food service warehouse for issuance to the requesting schools.

Recommendations:

Award of contract is recommended to:

Economics Laboratory, Inc., St. Paul, MN

Responsible school or office: Office of Food and Nutrition Services

Contact Person: Karen Levenstein and Joann Calvert

Funding Source: The operating budget of the Office of Food and Nutrition Services