Baltimore County Public Schools

Date: October 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.

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

1. **Contract:** Document Printing System Lease  
   **Bid #:** PCR-235-04, GSA Contract GS-25F-0062L  
   **Term:** 5 year  
   **Extensions:** 0  
   **Contract Ending Date:** 10/08 (tentative)  
   **Estimated annual award Value:** $71,206  
   **Estimated total award value:** $356,030  
   **Bid issued:** Contract established 10/1/01, effective through 9/30/06  
   **Pre-bid meeting date:** N/A  
   **Due Date:** N/A  
   **No. of vendors issued to:** N/A  
   **No. of bids received:** N/A  
   **No. of no-bids received:** N/A

**Description:**
Under Section 5-112, Paragraph (3) of the Education Article of the Annotated Code of Maryland, and stipulated through the Federal Property and Administrative Services Act, amended Section 211 of the E-Government Act of 2002 (Pub. L. 07-347), BCPS requests approval to procure, from the GSA Federal Supply Schedule GS-25F-0062L, for the lease of one Xerox Docutech 6115 Production Publisher. Costs shown include 6,000,000 impressions per year, color scanning, square-fold finishing features, supplies, and maintenance. The addition of this machine will increase print shop capacity to 511 pages per minute (ppm). Capacity had been 300 ppm as of July, 2003, and was increased to 400 ppm in August, 2003, when the Board approved direct replacement of existing equipment. This equipment upgrade is part of the overall plan to shift BCPS reproduction from being predominately site-based to Print Shop-based, to centralize the creation of instructional media (print and CD-Rom), and to eliminate outsource printing.

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

Xerox Corporation, Towson, MD

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

**Contact Person:** Don Dent

**Funding Source:** Operating budget of the Office of Copy and Print Services
2. Contract: Printing: Science Lab Manuals, Reassignment  
   Contract #: RFP #: JCO-417-03

Term: 120 days   Extensions: 0   Contract Ending Date: 12/03/03 (tentative)  
Estimated total award value: $21,299

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:

On April 22, 2003, the Board of Education approved the award of contract for the printing of the science lab manuals to Reproductions, Inc., of Gaithersburg, MD, for the amount of $20,861. On August 11, 2003, Reproductions, Inc., notified Baltimore County Public Schools that they were no longer in business. Therefore, the next lowest bidder meeting all specifications was contacted to see if they would honor their bid proposal of February 28, 2003.

Victor Graphics, Inc., Baltimore, MD, has agreed to honor their proposal to print the science lab manuals. There is a total of seven lab manuals (various titles) for printing and delivery to Distribution Services. The manuals will be delivered to Distribution Services for distribution to middle and high schools. The Offices of Science and Purchasing are recommending approval of the reassignment of the contract to Victor Graphics, Inc.

Recommendations:

Award of contract is recommended to:

Victor Graphics, Inc., Baltimore, MD

Responsible school or office: Office of Science  
Contact Person: George Newberry  
Funding Source: The operating budget of the Office of Science
3. **Contract:** Supplies Contract: Tennis Court and Running Track Repair Materials  
   **Contract #:** JMI-610-04

   **Term:** 3 years  
   **Extensions:** up to 12 months  
   **Contract Ending Date:** 10/31/07 (tentative)

   **Estimated annual award Value:** $40,000  
   **Estimated total award value:** $160,000

   **Bid issued:** August 14, 2003  
   **Pre-bid meeting date:** August 26, 2003  
   **Due Date:** September 5, 2003  
   **No. of vendors issued to:** 17  
   **No. of bids received:** 1  
   **No. of no-bids received:** 3

**Description:**

The Office of Purchasing will issue, if approved, an indefinite-quantity contract for tennis court and running track repair materials. BCPS’ grounds’ representatives will order the material on an as-needed basis for direct delivery or pickup.

**Recommendation:**

Award of contract is recommended to:

   Sealmaster, Inc., Cockeysville, MD

**Responsible school or office:** Division of Physical Facilities, Grounds Services  
**Contact Person:** Dennis Elkins or Roland Nickoles  
**Funding Source:** Operating budget Grounds Services