

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: November 4, 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 – November 4, 2003**

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

- 1. Contract:** Printer and Computer Supplies (Remanufactured Cartridges)
Contract #: RGA-110-04 (Carroll County Public Schools' Bid # 02-018N)

Term: 1 year **Extension:** annual **Contract Ending Date:** October 1, 2004 (tentative)
Estimated annual award Value: \$70,278
Estimated total award value: \$70,278

Quote/Bid/Proposal issued: August 08, 2001
Pre-bid meeting date: NA
Due Date: August 27, 2001
No. of vendors issued to: NA
No. of Quotes/Bids/Proposals received: NA
No. of no-bids received: NA

Description:

BCPS requires approval to use the Carroll County Public Schools' Bid #02-018N, Computer & Printer Supplies, to include remanufactured cartridges in conjunction with our current online catalogs. Section 5-112, Paragraph (3) of the Education Article of the Annotated Code of Maryland allows for our participation in contracts for goods and commodities that are awarded by other public agencies or by intergovernmental purchasing organizations if the lead agency follows the public bidding procedures. The specifications require the bidder(s) to offer a guaranteed discount rate of 43 percent to 97 percent for all new and remanufactured cartridges within a published industry catalog for orders processed on an as-needed basis. Deliveries must be completed within seven working days from receipt of order. The deliveries must be made to the individual schools or offices. The vendor has also agreed to offer on-line ordering through the BCPS' Intranet, allowing schools and offices to purchase electronically. This contract is subject to renewal by Carroll County Public Schools on an annual basis.

Recommendation:

Award of the contract is recommended to:

Boise Office Solutions, Elkridge, MD, based upon their renewal proposal of
October 7, 2003

Responsible office: Office of Purchasing
Contact Person: June Coleman
Funding source: Operating Budget of various schools and offices

2. Contract: Supplies Contract: Computer and Peripherals Memory Modules
Contract #: JMI-609-04

Term: 3 years **Extensions:** Up to 12 Months **Contract Ending Date:** 10/31/07 (tentative)
Estimated annual award Value: \$100,000
Estimated total award value: \$400,000

Bid issued: September 11, 2003
Pre-bid meeting date: September 18, 2003
Due Date: September 30, 2003
No. of vendors issued to: 37
No. of bids received: 8
No. of no-bids received: 2
No. of non-responsive bids received: 1

Description:

The Department of Technology has requested the Office of Purchasing to issue an indefinite-quantity contract for computer and peripherals memory modules. This solicitation pre-qualified and selected three suppliers who will be included in future BCPS Requests For Quote (RFQ) for Memory Modules. BCPS IT representatives will order the items on an as-needed basis for direct delivery.

Recommendation:

Award of contract is recommended to:

Rocky Mountain Ram, Louisville, CO
Lifetime Memory, Irvine, CA
Grrasp, Bethesda, MD

Responsible school or office: Department of Technology

Contact Person: Nicholas Argyros

Funding Source: Operating budget

3. Contract: Supply Contract: *Permanent-Type*, Chemically-Applied, Slip-Resistance Product for Ceramic Tiles for Kitchen Cooking Areas
Contract #: RHA-312-04

Term: 1 year **Extensions:** 1 year **Contract Ending Date:** 11/31/05 (tentative)
Estimated annual award Value: \$40,000
Estimated total award value: \$80,000

Bid issued: August 7, 2003
Pre-bid meeting date: August 20, 2003
Bid due date: October 9, 2003
No. of vendors issued to: 16
No. of bids received: 4
No. of no-bids received: 2
No. of non-responsive: 0

Description:

This solicitation was offered to qualify and select a vendor to supply a *permanent-type*, chemically-applied, slip-resistance product for ceramic tiles for kitchen cooking areas. This product has been tested and evaluated by the Office of Food and Nutrition Services and has been found to be very effective in preventing slipping on wet and/or greasy floors. The product consists of three main components: a degreaser, an etcher, and a neutralizer. The product requires a *one-time* application that will be applied by BCPS personnel or by others. In order to fairly evaluate the cost of the products, the recommendation of award is being made by the cost per square foot.

Recommendations:

Award of contract is recommended to:

Best Supply, Inc., Baltimore, MD

Responsible school or office: Office of Food and Nutrition Services

Contact Person: David Patterson

Funding Source: The Office of Food and Nutrition Services