DATE: November 19, 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
Recommendations for Award of Contracts
Board Exhibit – November 19, 2003

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

1. **Contract:** Equipment Contract: Housekeeping  
   **Contract #:** RHA-301-04

   **Term:** 3 years  **Extensions:** 0  **Contract Ending Date:** November 28, 2006 (tentative)  
   **Estimated annual award Value:** $75,000  
   **Estimated total award value:** $225,000

   **Bid issued:** July 31, 2003  
   **Pre-bid meeting date:** August 13, 2003  
   **Due Date:** August 27, 2003  
   **No. of vendors issued to:** 10  
   **No. of bids received:** 4  
   **No. of no-bids received:** 0

**Description:**

A multi-year bid was issued by the Office of Purchasing to provide pricing for commercial custodial equipment. This is an indefinite-quantity contract, as this equipment will be purchased on an as-needed basis.

The equipment will be priced by a percentage off the manufacturer’s catalog for the specified manufacturer and type of equipment identified. Delivery is included in the cost of the equipment being ordered.

**Recommendation:**

Award of contract is recommended to the following companies:

- Best Supply, Inc., Baltimore, MD 21229
- Fitch Company, Baltimore, MD 21230
- National Supply, Inc., Beltsville, MD 20705
- Sterling Chemical Co., Inc., Timonium, MD 21093

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

**Contact Person:** William Wingerd

**Funding Source:** Operating budget of the Office of Operations, capital projects budget, and/or the budgets of various schools and offices
2. **Contract:** Reconditioning of Football Equipment  
   **Contract #:** JNI-728-04 (Anne Arundel County Public Schools #01-154)

   **Term:** 1 year  
   **Extensions:** 0  
   **Contract Ending Date:** 10-31-04 (tentative)

   **Estimated annual award value:** $60,000  
   **Estimated total award value:** $60,000

   **Bid issued:** April 3, 2001  
   **Pre-bid meeting date:** April 17, 2001  
   **Due Date:** May 4, 2001  
   **No. of vendors issued to:** 5  
   **No. of bids received:** 2  
   **No. of no-bids received:** 0

**Description:**

The Office of Purchasing requests approval to participate in bid #01-154 for the reconditioning of football equipment issued by the Board of Education of Anne Arundel County.

The basis of the award is that the vendor:

- meets the National Operating Committee on Standards for Athletic Equipment (NOCSAE) standards for equipment reconditioning;
- provides the appropriate insurance certification;
- operates as an authorized reconditioning service; and
- has an exemplary service history with public school districts.

Anne Arundel County evaluated their responses using a two-tiered process: (1) evaluation of the vendors’ technical specifications; and (2) lowest favorable price of vendors meeting acceptable technical specifications.

**Recommendation:**

Award of contract is recommended to:

Circle Systems, Easton, PA 18042

**Responsible school or office:** Office of Athletics  
**Contact Person:** Ronald Belinko  
**Funding Source:** Operating budget of the Office of Athletics