DATE: December 2, 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**: Library Magazines and Periodicals, Extension  
   **BID #**: 4-407-03  
   **Term**: 2-year extension of contract  
   **Contract Ending Date**: 12/31/05 (tentative)  
   **Estimated annual extension award value**: $74,000  
   **Estimated total award value**: $148,000  
   **Bid issued**: August 1, 2002  
   **Pre-bid meeting date**: None  
   **Bid due date**: August 15, 2002  
   **No. of vendors issued to**: 9  
   **No. of bids received**: 2  
   **No. of no-bids received**: 0  
   **No. of non-responsive**: 0  

**Description:**

This is a two-year extension of the contract. The Board of Education approved the initial award of contract in September 2002. The initial contract was designed to provide for two one-year-period extensions; however, we are exercising both one-year extensions at this time.

The bid specifications established a contract price for approximately 170 magazines and periodicals. The contract calls for bidders to offer a trade discount of 13 percent off the one-year subscription rate. The trade discount rate shall remain constant for any contract extension.

This year the schools will order the items required for their instructional/library programs through the online catalog process.

**Recommendations:**

Award of contract extension is recommended to:

    WT Cox Subscription, Inc., Shallotte, NC

**Responsible school or office**: Library Information Services  
**Contact Person**: Della Curtis  
**Funding Source**: Operating budget of each individual school
2. **Contract:** Paging Services and Equipment  
   **Bid #:** PCR-238-04 MD State Dept Budget & Mgmt #050R3800405  

   **Term:** 2 years  
   **Extensions:** 3/1-year  
   **Contract Ending Date:** 9/1/08 (tentative)  
   **Estimated annual award Value:** $20,000  
   **Estimated total award value:** $100,000  

   **Bid issued:** May 13, 2003  
   **Pre-bid meeting date:** May 22, 2003  
   **Due Date:** June 3, 2003  
   **No. of vendors issued to:** --  
   **No. of bids received:** --  
   **No. of no-bids received:** --  

**Description:**  
BCPS requests approval to participate in Maryland State’s contract award for paging services and equipment for a variety of numeric, alpha numeric, text, one-way, and two-way messaging plans. Pricing is based on several plans being offered, depending on the degree of service designed by the user.  

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

- Arch Wireless, Baltimore, MD  
- Metrocall, Baltimore, MD  

**Responsible school or office:** Office of Purchasing/Office of Telecommunications  
**Contact Person:** Rick Gay/Greg Barlow  
**Funding Source:** Operating budgets of individual schools/offices