

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: February 10, 2004
TO: BOARD OF EDUCATION
FROM: Joe A. Hairston, Superintendent
SUBJECT: Recommendations for Award of Contracts
ORIGINATOR: J. Robert Haines, Deputy Superintendent, Business Services
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 – February 10, 2004

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

- 1. Contract:** Diplomas, Diploma Covers, and Certificates
Bid #: BID #JCO-412-04

Term: 1 year **Extensions:** 1/1-year **Contract Ending Date:** 12/31/05(tentative)
Estimated annual award value: \$25,493.00
Estimated total award value: \$50,986.00

Bid issued: December 23, 2003
Pre-bid meeting date: None
Bid due date: January 8, 2004
No. of vendors issued to: 7
No. of bids received: 2
No. of no-bids received: 0
No. of non-responsive: 0

Description:

A bid was issued for the purchase and printing of diplomas, diploma covers, and certificates. The Office of Student Data will provide the preliminary list of graduates to the vendor by March 5, 2004, for delivery of the finished product no later than April 30, 2004.

Recommendation:

Award of contract is recommended to:

Jostens, Inc., Red Wing, MN

Responsible school or office: Office of Student Data

Contact Person: James Harper

Funding Source: Funding will be provided by the Office of Student Data

2. Contract: Equipment Contract: Modular Multiplexing System
Bid #: JMI-619-04

Term: one-time purchase **Extensions:** N/A **Contract Ending Date:** N/A
Estimated total award value: \$54,000

Bid issued: December 4, 2003
Pre-bid meeting date: December 19, 2003
Due Date: January 14, 2004
No. of vendors issued to: 18
No. of bids received: 2
No. of no-bids received: 5

Description:

The Office of Purchasing issued a solicitation for camera multiplexing equipment. Specifically, unit pricing was requested for Complex CP-601 Modular Multiplexing Systems and Sony RM-M7G hand controllers. Bidders were informed that their pricing should include a quantity discount, as BCPS intends to purchase five units of both pieces of equipment listed above. In addition to the new camera equipment, the solicitation required bidders to provide a trade-in allowance for outdated multiplexing equipment. The total award value listed above reflects the award bidder's trade-in allowance, and a purchase quantity of five for both units. All delivery charges, fees, insurance, expenses, and/or overhead were included within the bid pricing. Installation and training were not components of this solicitation.

Recommendation:

Award of contract is recommended to:

Complex Corporation, Emporia, KS

Responsible school or office: Office of Communications, Education Channel

Contact Person: Jeffrey Lifton

Funding Source: Operating budget for Office of Communications,
Education Channel

3. Contract: High Volume Photo Copiers
Bid #: PCR-240-04 (State Bid #001B390015)

Term: 3 years **Extensions:** 2/1-year **Contract Ending Date:** 2/21/09 (tentative)
Estimated annual award Value: \$500,000
Estimated total award value: \$2,500,000

Bid issued: August 1, 2002
Pre-bid meeting date: August 8, 2002
Due Date: August 22, 2002
No. of vendors issued to: 10
No. of bids received: 10
No. of no-bids received: 0

Description:

The Office of Purchasing requests approval to participate in the Maryland State contract #001B3900150 for the lease of high volume Oce photocopiers. Under existing BCPS contracts, Oce photocopiers are leased throughout the school system at two contracting prices. Participation in the state contract will align both configurations to one lower rate per impression, and will provide for replacement of all machines with the higher speed model #3165. Based on BCPS' schedule allowance of 840,000 impressions per machine per year, this new contracting price will generate a one-time cost savings of \$2,000 per machine for network-configured machines. The network configuration permits multiple users to print to the same machine from their PCs, thus decreasing the need for individual printers.

Additionally, the new contract will restructure the impression allowance from being computed per individual school to be computed as a pooled allowance for the entire school system. This is estimated to produce a system-wide savings of \$100,000 per year.

Recommendation:

Award of contract is recommended to:

Oce-USA, Inc., Baltimore, MD

Responsible school or office: Office of Purchasing

Contact Person: Paul Cramer

Funding Source: Operating budgets of individual schools/offices.