

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: May 25, 2004
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 – May 25, 2004**

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

- 1. Contract:** Consultant for EEO and Employment Law Professional Development
Contract #: RGA-113-04

Term: 6 months **Extension:** 0 **Contract Ending Date:** 11/1/04 (tentative)
Estimated total award value: \$100,000

Quote/Bid/Proposal issued: March 11, 2004
Pre-bid meeting date: NA
Due Date: April 15, 2004
No. of vendors issued to: NA
No. of Quotes/Bids/Proposals received: 7

Description:

The award vendor will train BCPS school-based managers and supervisors in Equal Employment Opportunity (EEO) regulations, policies, and compliance. The areas of training will include: sexual harassment, discrimination law, Americans with Disabilities Act (ADA), and Family Medical Leave Act (FMLA). This training will assist managers of schools in their legal relationships with their employees. The program initiatives reflect Baltimore County Public Schools' *Blueprint for Progress*.

The relationship between employers and employees has become a legal one that is highly regulated by a myriad of federal, state, and local legislation. This has created a need for more record keeping and better management of the employment process by managers and supervisors.

In addition to training managers and supervisors, employees will be trained regarding the laws and board policies that directly impact their job requirements, performance, and interaction with each other. Training subjects would include:

- Sexual Harassment
- ADA
- FMLA
- EEO and Title VII
- Employment Law
- Labor Law
- Supervising for Quality Performance

Recommendation:

Award of contract is recommended to the following firm:

Berkshire Associates, Columbia, MD

Responsible school or office: EEO and Compliance

Contact Person: Phyllis P. Edmonds

Funding Source: Title II Grant

2. Contract: Contracted Services--Auctioneering Services
Bid #: PCR-258-04 (Maryland State #001B2900918)

Term: 1 year **Extensions:** 2/1-year **Contract Ending Date:** 6/30/07 (tentative)
Estimated annual award value: N/A
Estimated total award value: N/A

Bid issued: April 19, 2002
Pre-bid meeting date: May 3, 2002
Due Date: May 17, 2002
No. of vendors issued to: 11
No. of bids received: 6
No. of no-bids received: 0
No. of non-responsive: 0

Description:

BCPS will participate in Maryland's state award of contract to retain a qualified and experienced auctioneer capable of providing the highest net cash return on sales of BCPS equipment, furniture, and vehicles (school buses, cars, trucks vans, trailers, etc.).

Responsibilities of the auctioneer include: place advertising in local and distant media as directed by BCPS, and notify dealers in Maryland and the surrounding states; compose a brochure for every auction that contains sufficient detail of each sale item; collect and be responsible for all monies; issue and notarize bills of sale; and present a settlement statement to BCPS within 30 days following the auction.

The fee is 1 percent of the gross sales. The fee BCPS had been paying through previous contracts was 4 percent of gross sales.

Recommendation:

Award of contract is recommended to:

Bel Air Auction, Inc., Bel Air, MD

Responsible school or office: Office of Transportation

Contact Person: Wayne Hopkins

Funding Source: N/A

3. Contract: Contracted Services—Interpreter for the Deaf and Hard of Hearing
Bid #: PCR-249-04

Term: 2 years **Extensions:** 2/1-year **Contract Ending Date:** 6/30/08 (tentative)
Estimated annual award value: \$450,000
Estimated total award value: \$1,800,000

Bid issued: April 1, 2004
Pre-bid meeting date: April 15, 2004
Due Date: April 28, 2004
No. of vendors issued to: 3
No. of bids received: 2
No. of no-bids received: 0
No. of non-responsive: 0

Description:

BCPS provides interpreting services for deaf/hard of hearing individuals, including sign language interpreting, cued speech transliteration, and oral interpreting in a variety of locations throughout the county. Locations include elementary, middle, high, and special schools, and, occasionally, home visits relative to students' educational progress. Services are required in the classroom and for after-school activities. BCPS is also required to provide interpreting services for parents (and a teacher) who are deaf or hard of hearing at school-related activities, such as Back-To-School nights, professional conferences, team meetings, PTA meetings, and IEP meetings. Interpreting services include Cued Speech, which is a system of symbols to aid in lipreading, and with this system, interpreters are called transliterators. Another interpreting service is sign language, which is a system of manual signs representing words and phrases. With this system oral interpreters only mouth the words.

Recommendation:

Awards of contract are recommended to:

Primary	Hearing and Speech Agency, Baltimore, MD
Secondary	Birnbaum Interpreting, Silver Spring, MD

Responsible school or office: Department of Special Education

Contact Person: Diane Perkins

Funding Source: Operating budget of the Department of Special Education

4. Contract: Contracted Services--Lease Renewal for Pulaski Park Drive
Bid #: RGA-125-04

Term: 5 years **Extension:** 1/5-year **Contract Ending Date:** 6/30/2015 (tentative)
FY 06 Beginning annual award value: \$771,382
FY 15 Ending annual award value: \$1,122,664
Estimated total award value: \$9,680,203

Bid issued: NA
Pre-bid meeting date: NA
Due Date: NA
No. of vendors issued to: NA
No. of bids received: NA
No. of no-bids received: NA

Description:

This renewal lease is for office space at 9610 Pulaski Park Drive, Suites 201- 222, and 9611 Pulaski Park Drive, Suite 301, beginning July 1, 2005. We will also renew leasing for Suites 101 and 118, at 9600 Pulaski Park Drive, beginning June 1, 2007. There is a one-time five-year renewal period with a 3 percent increase over the previous year's rent, and a 3 percent annual increase each year after, until June 30, 2015. This lease renewal covers 118,900 square feet of existing office space for Physical Facilities, Distribution, Human Resources, and Student Support Services.

Recommendation:

The lease contract for office space at Pulaski Park Drive is approved for:

Merritt Management Corp., Baltimore, MD

Responsible school or office: Office of Support Services and Strategic Planning

Contact Person: Rita Fromm

Funding Source: Operating budget of the Department of Fiscal Services

5. Contract: Contracted Services--Programming Services (extension)
Bid #: 2-285-02

Term: 2 year extension **Contract Ending Date:** 6/30/06 (tentative)
Estimated annual award value: \$950,000
Estimated total award value: \$1,900,000

Bid issued: December 27, 2001
Pre-bid meeting date: January 17, 2002
Due Date: January 30, 2002
No. of vendors issued to: 57
No. of bids received: 20
No. of no-bids received: 2
No. of non-responsive: 0

Description:

This is a two-year extension of the contract with 11 award bidders for various programming services. The contract provides programming and analysis support services on an as-needed basis for school system programs. Nine separate skill sets are identified, with a multiple award for each skill set to ensure availability of services. The award bidders in each skill set offer the lowest hourly rates in that skill set. Services are employed on the basis of lowest rates as first choice depending on the bidder's availability.

Recommendation:

Awards of contract are recommended to:

Aijlon LLC, Towson, MD
Bell Tech Logix, Columbia, MD
CPSI, Columbia, MD
DISYS, Bethesda, MD
Exclusive Network Entertainment, West Hills, CA
Intellimark, Columbia, MD
Kforce, Tampa, FL
NexGen, Edison, NJ
S. Smith Assoc., Baltimore, MD
SM Consulting, Linthicum, MD
Shantech, Owings Mills, MD

Responsible school or office: Department of Technology

Contact Person: Judson Porter

Funding Source: Operating budget of the Department of Technology

6. Contract: eCatalog--Audio-Visual Equipment
Bid #: PCR-251-04

Term: 1 year **Extensions:** 1 year **Contract Ending Date:** 6/30/06 (tentative)
Estimated annual award value: \$1,000,000
Estimated total award value: \$2,000,000

Bid issued: March 11, 2004
Pre-bid meeting date: March 25, 2004
Due Date: April 13, 2004
No. of vendors issued to: 15
No. of bids received: 11
No. of no-bids received: 1
No. of non-responsive: 0

Description:

This is the annual bid for audio-visual equipment. The bid establishes fixed pricing for the purchase of individual items on an as-needed basis throughout the contract term. The bid is comprised of 40 items, such as television monitors, VCRs, projectors, screens, laminators, and digital and document cameras.

Recommendation:

Awards of contract are recommended to:

- CCs Presentations, Columbia, MD
- CTL Communications, Silver Spring, MD
- Custom Fit, Chantilly, VA
- DISYS, Chantilly, VA
- Kunz, Baltimore, MD
- Landon Systems, Westminster, MD
- Peripheral Vision, Baltimore, MD
- Nicholas Pipino, Columbia, MD
- Nelson White Systems, Baltimore, MD
- Southern Business Communications, Vienna, VA

Responsible school or office: Office of Library Information Services

Contact Person: Art Stritch

Funding Source: Operating budgets of various schools and offices

7. Contract: Financing--School Buses
Bid #: JCO-446-04

Term: 5 years **Extension:** 0 **Contract Ending Date:** 7/3/08 (tentative)
Estimated total award value: \$2,576,347.30

Bid issued: February 12, 2004
Pre-bid meeting date: February 26, 2004
Bid due date: April 15, 2004
No. of vendors issued to: 32
No. of bids received: 6
No. of no-bids received: 2
No. of non-responsive: 0

Description:

A bid was issued to finance \$2,475,036 over a 61-month period for the purchase of school buses.

The Department of Fiscal Services is recommending the award of contract to Bank of America, Bradenton, FL, with an APR of 2.1796 percent, for a total of \$2,576,347.30, including a \$2,400 escrow fee.

The recommendation is based on selecting the financing option that provides the most cost-effective financing plan. The proposed interest rate shall be fixed, and the principal and interest will be budgeted and paid each year, on an annual basis, in accordance with an established repayment schedule. The total principal and interest will be repaid over a period of five fiscal years (July 1 through June 30), but shall not exceed a period of 61 months. The financing arrangement has been coordinated with the Baltimore County Office of Budget and Finance to ensure the annual payments required are funded in the BCPS Budget.

The proposal is conditioned upon the financing being a *qualified tax-exempt obligation* within the meaning of the Internal Revenue Code, which in turn requires the Board of Education to reasonably anticipate that it and its subordinate units would not issue tax-exempt obligations in the face amount of more than \$10 million during calendar year 2004. The award of the financing shall constitute evidence of such reasonable anticipation by the Board, as well as the Board's designation of the financing as a *qualified tax-exempt obligation* within the meaning of Section 265 (b)(3) of the Internal Revenue Code of 1986, as amended. Lindsey A. Rader, Esq., of Funk & Bolton, P.A., Baltimore, MD, shall serve as special tax counsel for this transaction.

Recommendation:

Award of contract be awarded to:

Bank of America, Bradenton, FL

Responsible school or office: Department of Accounting

Contact Person: Patrick Fannon

Funding Source: Operating funds

8. Contract: Food Service--Food Products
Bid #: JCO-421-04

Term: 1 year **Extension:** 0 **Contract Ending Date:** 6/30/05 (tentative)
Estimated total award value: \$4,946,606

Bid issued: February 19, 2004
Pre-bid meeting date: March 1, 2004
Bid due date: March 18, 2004
No. of vendors issued to: 28
No. of bids received: 28
No. of no-bids received: 0
No. of non-responsive: 0

Description:

A bid for the annual price agreement was issued for the purchase of various food products (canned fruits and vegetables, canned meat and seafood, cereals, condiments, spices, dry goods, pizza, and frozen foods) for delivery direct to the food service warehouse on an as-needed basis.

Recommendations:

Award of contract is recommended to:

Carroll County Foods, Inc., New Windsor, MD
Cavendish Farms, Inc., Jamestown, ND
Culinary Standards, Inc., Louisville, KY
Dori Foods, Inc., Richmond, VA
East Side Entrees, Woodbury, NY
Feesers, Inc., Harrisburg, PA
Glennco, Inc., Baltimore, MD
Kellogg's Food Away from Home, Battle Creek, MI
Land O'Lakes, Inc., St. Paul, MN
M R Enterprises, Inc., Owings Mills, MD
Nardone Bros. Baking Company, Inc., Wilkes-Barre, PA
Naturally Fresh, Inc., Jessup, MD
Pilgrim's Pride Corporation, Duluth, GA
Princess Ann Products, Inc., Fruitland, MD
Sysco Food Services, LLC, Jessup, MD
Tabatchnick Fine Foods, Inc., Somerset, NJ
U.S. Foodservice, Lakeland Division, Lakeland, FL

Responsible school or office: Office of Food and Nutrition Services
Contact Person: Karen Levenstein
Funding Source: Operating budget of Food and Nutrition Services

9. Contract: Food Service--Paper Products
Bid #: JCO-423-04

Term: 1 year **Extension:** 0 **Contract Ending Date:** 6/30/05 (tentative)
Estimated total award value: \$877,468

Bid issued: March 18, 2004
Pre-bid meeting date: None
Bid due date: April 15, 2004
No. of vendors issued to: 36
No. of bids received: 11
No. of no-bids received: 1
No. of non-responsive: 0

Description:

A bid for the annual price agreement was issued for the purchase of various paper products (food and snack trays, food wrap, gloves, sandwich bags and wraps, French fry bags and cups, straws, food containers, etc.) for direct delivery to the food service warehouse on an as-needed basis.

Recommendations:

Award of contract is recommended to:

Acme Paper and Supply, Inc., Savage, MD
Calico Industries, Inc., Annapolis Junction, MD
DePalo & Sons, Inc., Baltimore, MD
FPC Holdings, Inc., Elkridge, MD
Holt Paper & Chemical Company, Inc., Baltimore, MD
Kahn Paper Company, Inc., Capitol Heights, MD
Penn Jersey Paper Company, Inc., Philadelphia, PA

Responsible school or office: Office of Food and Nutrition Services

Contact Person: Karen Levenstein

Funding Source: Operating budget of Food and Nutrition Services

10. Contract: Food Service--Small Wares
Bid #: JCO-426-04

Term: 1 year **Extension:** 0 **Contract Ending Date:** 6/30/05 (tentative)
Estimated total award value: \$20,278

Bid issued: March 18, 2004
Pre-bid meeting date: None
Bid due date: April 15, 2004
No. of vendors issued to: 26
No. of bids received: 5
No. of no-bids received: 2
No. of non-responsive: 4

Description:

A bid for the annual price agreement was issued for the purchase of various small wares (buckets and mop heads, thermometers, brushes, pizza cutters, aprons, rubber gloves) for direct delivery to the food service warehouse on an as-needed basis. The bid specifications were designed to allow for an aggregate award to one bidder due to the small-dollar item purchases.

Recommendations:

Award of contract is recommended to:

Calico Industries, Inc., Annapolis Junction, MD

Responsible school or office: Office of Food and Nutrition Services

Contact Person: Karen Levenstein

Funding Source: Operating budget of Food and Nutrition Services

11. Contract: Food Service--Uniform Shirts
Bid #: JCO-432-04

Term: 1 year **Extension:** 0 **Contract Ending Date:** 6/30/05 (tentative)
Estimated total award value: \$26,800

Bid issued: April 1, 2004
Pre-bid meeting date: None
Bid due date: April 22, 2004
No. of vendors issued to: 23
No. of bids received: 10
No. of no-bids received: 3
No. of non-responsive: 1

Description:

The bid specifications required the bidders to offer pricing for the purchase and delivery of food service uniform shirts for cafeteria workers in all schools. Orders are placed twice a year for delivery to the food service warehouse and distributed, as needed, to the cafeteria employees.

Recommendations:

Award of contract is recommended to:

Chesapeake Uniform, Inc., Baltimore, MD

Responsible school or office: Office of Food and Nutrition Services

Contact Person: Karen Levenstein

Funding Source: Operating budget of Food and Nutrition Services

12. Contract: Printing--School Calendars
Bid #: JCO-430-04

Term: 120 days **Extension:** 0 **Contract Ending Date:** 9/25/04 (tentative)
Estimated total award value: \$22,883

Bid issued: March 18, 2004
Pre-bid meeting date: None
Bid due date: April 22, 2004
No. of vendors issued to: 57
No. of bids received: 16
No. of no-bids received: 4
No. of non-responsive: 0

Description:

The bid specifications required the bidders to offer pricing for the printing and delivery of the school calendars. Delivery is made to Distribution Services for distribution to all schools and offices. The BCPS Copy and Print Services cannot print the calendars due to the volume, the color graphics, and the type of equipment needed to accomplish this task.

Recommendations:

Award of contract is recommended to:

DLT Direct, Inc., Sterling, VA

Responsible school or office: Office of Communication

Contact Person: Barbara Fuller

Funding Source: Operating budget of the Office of Communication

13. Contract: Snack Vending
Bid #: RGA-119-04

Term: 5 years **Extension:** 0 **Contract Ending Date:** 06/30/2009 (tentative)
Estimated annual award value: \$15,000
Estimated total award value: \$75,000

Bid issued: NA
Pre-bid meeting date: NA
Due Date: NA
No. of vendors issued to: NA
No. of bids received: NA
No. of no-bids received: NA

Description:

It is the intent of this contract to establish base-level terms and conditions that will be followed by all schools when establishing services for vending machine products vendors. These terms and conditions define the requirements of quality of product, frequency of machine service, appearance of the machine, the terms of commission payments, and the reporting of sales data. Individual schools will be free to negotiate their own rebate percentage, product selling prices, and cash sponsorships for award bidder's vending rights.

These vending rights allow for the placement of vending equipment in the various campus locations, excluding the facilities under the operation of BCPS' Office of Food and Nutrition Services. In accordance with current MSDE policy, the machines are turned off during the hours that the Office of Food and Nutrition Services is serving meals, and therefore do not directly compete with the food and nutrition program. During the term of the contract, BCPS agrees that no product, other than that offered by the awarded vending service provider, shall be placed in or displayed on campus, except in the area operated by the Office of Food and Nutrition Services, and that no competitive products shall be used or sold on the premises during school-sponsored events. All proceeds are deposited in the campus student activity fund and used for benefit of the students at that campus. There is no rental fee or cost for the vending machines.

These contracts are requirement contracts with quantities projected by the vending service providers. BCPS offers no guarantee that the estimated quantities will be met and/or exceeded. The total-dollar value of the contract is estimated with the final-dollar amount determined by the actual products purchased during the contract period. The approval of these contracts is in keeping with Baltimore County Board of Education Policy 3000, to explore all practical and legal sources of income, and Policy 1400, allowing individual schools to enter into a relationship with a private business firm to generate funds.

Recommendation:

Award of contract is recommended to:

Vending Systems Management, LLC, Washington D.C.

Responsible school or office: Individual schools and offices

Contact Person: School principal or designee

Funding Source: No BCPS funding involved

14. Contract: Software--Computerized Maintenance Management System (CMMS)
Contract #: JMI-615-04

Term: Annual beginning June 30, 2004 **Extension:** N/A
Contract Ending Date: N/A
Estimated total award value: \$260,000 (estimated)
Renewed annually for: \$30,000

Bid issued: February 26, 2004
Pre-bid meeting date: March 11, 2004
Software Demonstrations: April 16, 2004
Due Date: May 3, 2004
No. of vendors issued to: 32
No. of "Step 1" Proposals received: 6
No. of "Step 1" No-Bids received: 4
No. of Final Proposals received: 3

Description:

BCPS' Department of Physical Facilities requires a Computerized Maintenance Management System (CMMS) software application that efficiently manages and automates work orders, inventory and costing management, project management, general maintenance activities, renovation projects, new construction projects, grounds activities, building operations, security activities, planned replacement of assets, service contracts, energy management activities, and the scheduling of routine preventative maintenance throughout the Baltimore County public school system. The proposed system shall establish customer connectivity through Internet access, which will improve the delivery of services by Department of Physical Facilities' staff. Through the implementation of the CMMS, the Department of Physical Facilities will have access to specific data including budget spending, tasking, and reporting that will ultimately improve its ability to establish clear performance measures to meet the goals of the BCPS Master Plan and the Superintendents' *Blue Print for Progress*. BCPS requests approval to procure the TMA Enterprise web-based software application.

Recommendation:

Award of contract is recommended to the following firm:

TMA Systems, LLC (TMA), Tulsa, OK

Responsible school or office: Department of Physical Facilities

Contact Person: Cornell Brown

Funding Source: Operating budget for Department of Physical Facilities (Maintenance, Safety and Security, Operations)

15. Contract: Telephone Supplies and Equipment (extension)
Bid #: 2-271-01

Term: 1 year extension **Contract Ending Date:** 6/30/05 (tentative)
Estimated total award value: \$500,000

Bid issued: April 5, 2001
Pre-bid meeting date: April 19, 2001
Due Date: May 3, 2001
No. of vendors issued to: 11
No. of bids received: 1
No. of no-bids received: 0

Description:

This is a request for a one-year extension of the contract with Vibes Technologies, Brooklyn Park, MN, for telephone supplies and equipment. The contract establishes fixed pricing for 18 commonly used items that are required on an as-needed basis for the maintenance and replacement of telephone equipment by BCPS' Department of Technology. Through this bid, BCPS saves approximately \$1,000 per phone system over equipment supplied through a contracted installer.

Recommendation:

Award of contract is recommended to:

Vibes Technologies, Brooklyn Park, MN

Responsible school or office: Department of Technology

Contact Person: Judson Porter

Funding Source: Operating budget of the Department of Technology

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