

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: June 8, 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 – June 8, 2004**

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

- 1. Contract:** Consulting Contract for Independent Operational Audit of the Special Education Program
Contract #: RGA-100-04

Term: 8 months **Extension:** 3 months **Contract Ending Date:** 6-30-04 (tentative)
Estimated original award value: \$99,500
Estimated total value: \$114,000

Description:

During the 2003-2004 school year, Dr. Lou Barber & Associates conducted a program review of the Baltimore County Public Schools' Department of Special Education.

In order for Dr. Barber and his associates to conduct the appropriate interviews of staff and parents, to visit the necessary BCPS sites, to speak with inter-agency personnel, to participate in monthly CACSE meetings, to present the report to the Board, and to present at the June CACSE meeting, it is necessary to extend the length of the contract awarded to Lou Barber and Associates. This is an extension of the contract awarded to Lou Barber and Associates until June 30, 2004.

Recommendation:

Extension of contract is recommended to:

Lou Barber & Associates, Inc. (based upon their proposal of June 11, 2003)

Responsible school or office: Office of Federal and State Programs

Contact Person: Ron Boone

Funding Source: Third Party Billing

2. Contract: Contracted Services for 2004 PSAT/NMSQT and PSAT/NMSQT
Early Participation Program
Contract #: RGA-128-04

Term: 1 year **Extension:** 0 **Contract Ending Date:** 6/30/05 (tentative)
Estimated total award value: \$150,000

Description:

The 2004 Preliminary Scholastic Achievement Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) and PSAT/NMSQT Early Participation Program is a BCPS initiative to involve pre-juniors and juniors in preparing and planning for success later in secondary school and in college. The Early Participation Program is an educational initiative by the system to increase opportunities for all students, with particular attention to those underrepresented in college populations. A pre-set level of expected participation determines the local test fees. The expected participation is based on the projected 2004 enrollment figures for the participating classes and the PSAT/NMSQT participation in 2003. The set fee will not change regardless of actual participation numbers.

It has been determined that in accordance with Board of Education Policy and Superintendent's Rule 3215 and 3250, and the Office of Purchasing Policy 4002.4, and in the opinion of the Office of Purchasing, that this procurement does qualify and meets the criteria to be considered a sole-source procurement. This opinion is based on the fact that the PSAT/NMSQT examination, and all items (questions) contained therein, including all copies thereof, all examination materials, and all data including, but not limited to, all individually identifiable information collected under this agreement, is at all times exclusively owned by the College Board.

Recommendation:

Award of contract is recommended to:

The College Board, Bala Cynwyd, PA

Responsible school or office: Office of Secondary Programs

Contact Person: Dr. Gwendolyn Grant

Funding Source: Operating budget for Secondary Programs

3. Contract: Contracted Services--*On-Call* Asbestos Abatement and Removal
Bid #: JMI-601-04

Term: 5 years **Extension:** 0 **Contract Ending Date:** 6/30/2009 (tentative)
Estimated annual award value: \$500,000
Estimated total award value: \$2,500,000

Bid issued: April 15, 2004
Pre-bid meeting date: April 29, 2004
Bid due date: May 7, 2004
No. of vendors issued to: 10
No. of bids received: 5
No. of no-bids received: 0

Description:

The Office of Purchasing issued a solicitation that qualified and selected contractors to perform emergency and routine asbestos abatement services. All work under this contract will be done either on a *time-and-material* or by a *not-to-exceed* quote basis.

Recommendation:

Award of contract is recommended to the following firms:

Primary	A-L Abatement, Baltimore, MD
Secondary	A & I, Inc., Baltimore, MD
Tertiary	Barco Enterprises, Inc., White Marsh, MD
Fourth	Colt Insulation, Inc., Baltimore, MD

Responsible school or office: Department of Physical Facilities, Office of Environmental Services

Contact Person: Bob Merrey

Funding Source: Operating budget for Office of Maintenance

4. Contract: Contracted Services--*On-Call* Asbestos Abatement Hygiene Testing and Monitoring
Bid #: JMI-602-04

Term: 5 years **Extension:** 0 **Contract Ending Date:** 6/30/2009 (tentative)
Estimated annual award value: \$200,000
Estimated total award value: \$1,000,000

Bid issued: April 15, 2004
Pre-bid meeting date: April 29, 2004
Bid due date: May 7, 2004
No. of vendors issued to: 11
No. of bids received: 4
No. of no-bids received: 1

Description:

The Office of Purchasing issued a solicitation that qualified and selected contractors to perform emergency and routine asbestos abatement monitoring and related testing. All work under this contract will be done either on a *time-and-material* or by a *not-to-exceed* quote basis. Award bidders were ranked according to a formula that applied a multiplier to pricing provided by bidders for the hourly rate for a field project monitor and pricing for 13 various laboratory-testing scenarios.

Recommendation:

Award of contract is recommended to the following firms:

Primary	Advanced Air Analysis, Inc., Owings Mills, MD
Secondary	Tidewater, Inc., Columbia, MD
Tertiary	Martel Laboratories JDS, Inc., Baltimore, MD
Fourth	Aerosol Monitoring & Analysis Inc., Hanover, MD

Responsible school or office: Department of Physical Facilities, Office of Environmental Services

Contact Person: Bob Merrey

Funding Source: Operating budget for Office of Maintenance

5. Contract: Contracted Services--Food Service Ice Cream Products
Bid #: JCO-433-04

Term: 1 year **Extension:** 2/1-year **Contract Ending Date:** 7/3/07 (tentative)
Estimated annual award value: \$239,395
Estimated total award value: \$718,185

Bid issued: April 22, 2004
Pre-bid meeting date: None
Bid due date: May 6, 2004
No. of vendors issued to: 12
No. of bids received: 2
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 ice cream products (sandwich, éclair, chocolate nut cone, non-fat yogurt, and a variety of ice cream bar items) for delivery directly to all schools.

Recommendation:

Award of contract is recommended to:

Berliner Specialty Distributors, Inc., Hyattsville, MD

Responsible school or office: Office of Food and Nutrition Services

Contact Person: Karen Levenstein

Funding Source: Office of Food and Nutrition Services

6. Contract: Financing School Buses (Reassignment)
Bid #: JCO-446-04

Term: 5 years **Extension:** 0 **Contract Ending Date:** 7/3/08 (tentative)
Estimated total award value: \$2,573,602.83

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: 1

Description:

This reassignment is requested to rescind the contract award to Bank of America (approved on May 25th) and award the contract to Sun Trust Bank with the APR of 2.28 percent for a total of \$2,573,602.83.

The reassignment is necessary based on non-performance of the initially approved vendor.

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:

Sun Trust Bank, Baltimore, MD

Responsible school or office: Department of Accounting

Contact Person: Patrick Fannon

Funding Source: Operating funds

7. Contract: Printing--Continuous Forms
Bid #: JCO-448-04

Term: 120 days **Extension:** 0 **Contract Ending Date:** 10/7/04 (tentative)
Estimated total award value: \$30,127

Bid issued: April 22, 2004
Pre-bid meeting date: None
Bid due date: May 6, 2004
No. of vendors issued to: 34
No. of bids received: 6
No. of no-bids received: 6
No. of non-responsive: 0

Description:

The bid specifications required the bidders to offer pricing for the printing and delivery of continuous (computer) forms (payroll check stock, payroll direct deposit form, W-2 form, various report cards, report card mailer, student bus passes, blank computer labels). Delivery is made directly to the Information Management Group at the Timonium campus. The BCPS Copy and Print Services cannot print the continuous forms due to the volume, color graphics, and the type of equipment needed to accomplish this task.

Recommendations:

Award of contract is recommended to:

Forms Express, Inc., Gaithersburg, MD
Moore Wallace North America, Inc., Baltimore, MD

Responsible school or office: Office of Information Management Group

Contact Person: Frank Curnoles

Funding Source: Office of Information Technology

8. Contract: School Musical Instrument Repair Services
Bid #: JCO-449-04

Term: 1 year **Extension:** 1 year **Contract Ending Date:** 06/30/06 (tentative)
Estimated annual award value: \$50,000
Estimated total award value: \$100,000

Bid issued: April 29, 2004
Pre-bid meeting date: None
Bid due date: May 13, 2004
No. of vendors issued to: 18
No. of bids received: 5
No. of no-bids received: 2
No. of non-responsive: 0

Description:

This is for the annual price agreement for the repair of musical instruments and the purchase of various materials and supplies (instructional books, accessories, sheet music, reeds, etc.).

Vendors submit a fixed-hourly rate for the repair services and a discount allowance from published list prices for materials and supplies for a period of one year. With this concept, more than one bidder may be awarded a contract, which allows the Office of Music and the schools the ability to use the same contract pricing and immediate access for routine services and supplies.

Recommendations:

Award of contracts are recommended to:

Brass Arts Unlimited, Rosedale, MD
Fowler Music Service, Pasadena, MD
Hess Music, Inc., Manchester, MD
Music & Arts Center, Timonium, MD
Stu's Music Shop, Inc., Westminster, MD

Responsible school or office: Office of Music

Contact Person: Jamie Tucker

Funding Source: The operating budgets of Office of Music and individual schools

9. Contract: Summer Science Institute for Elementary Teachers
Contract #: RGA-127-04

Term: 2 months **Extension:** 0 **Contract Ending Date:** July 31, 2004 (tentative)
Estimated total award value: \$146,000

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

Description:

During the summer of 2004, BCPS is contracting with the Community College of Baltimore County (CCBC) to offer a teacher professional development program, Summer Science Institute for Elementary Teachers (ESSI), on all three campuses of CCBC, July 19 – 31, 2004. The purpose of the institute is to strengthen elementary teachers' knowledge base and teaching confidence level in the following science areas: life science, chemistry, physics, earth/space science, environmental science, and information technology with a focus on science.

The curriculum will reflect inquiry-based, constructivist learning addressing the county science indicators. Participants will engage in hands-on experiences in the classroom, in laboratories, and on field trips. CCBC arranges for the instructors.

Measurement of the learning will be done in a pre-test/post-test model. Data will be carefully recorded, and participant feedback will be elicited to continue to fine-tune the institute for following years.

Participants will receive a stipend for their time; class attendance will be taken. It is understood that participants are committing to the full two weeks of classes from 9:00 a.m. to 4:00 p.m., and to the attendance of the July 31 celebration event that will include family of the faculty and participants. The celebration event will take place on the Catonsville Campus of CCBC.

The following is the list of courses and the campus on which they will be offered:

Life Science	Catonsville
Chemistry	Catonsville

Earth/Space Science	Dundalk
Information Technology (Focus on Science)	Dundalk
Physics	Essex
Environmental Science	Essex

It is the hope of all who are sponsoring this institute that participants will find these two weeks to be rewarding and fun, and that the positive energy derived from the experience will transfer into better teaching of science in BCPS elementary schools.

Recommendation:

Award of contract is recommended to the following firm:

Community College of Baltimore County, Baltimore, MD

Responsible school or office: Office of Science, PreK-12
Contact Person: C. David Copenhaver
Funding Source: Title II Grant Funds

10. Contract: Technology Education Information and Communications Laboratory
Bid #: JNI-749-04

Term: 2 years **Extension:** 0 **Contract Ending Date:** 5-31-06 (tentative)
Estimated total award value: \$170,000

Bid issued: March 25, 2004
Pre-bid meeting date: April 13, 2004
Due Date: April 20, 2004
No. of vendors issued to: 43
No. of bids received: 13
No. of no-bids received: 11

Description:

A bid was issued for the purchase of equipment and furniture to establish an Information and Communications Laboratory at New Town High School. Thirteen companies submitted quotes for the various items required to establish the laboratory.

Recommendation:

Recommendation of award is made to the following companies to furnish the equipment and furniture:

Amtek Company, Inc.	Arnold, Maryland
CCS Presentation Systems	Columbia, Maryland
CTL Communications	Silver Spring, Maryland
Kunz	Baltimore, Maryland
METCO	Leechburg, PA
Midwest Technology Products and Services	Sioux City, IA
Paxton/Patterson	Chicago, IL
Peripheral Vision	Baltimore, Maryland
Pikesville Lumber Company	Baltimore, Maryland
Service Photo	Baltimore, Maryland
State Use Industries	Jessup, Maryland
Total Audio Visual Systems	Silver Spring, Maryland
Washington Professional Systems	Wheaton, Maryland

Responsible school or office: Office of Technology Education

Contact Person: Mike Shealey

Funding Source: Office of Career and Technology—Maintained State Funds

11. Contract: Touchstones School Program
Bid #: JNI-752-04

Term: 1 year **Extension:** 1 year **Contract Ending Date:** June 30,2005 (tentative)
Estimated annual award value: \$20,000
Estimated total award value: \$40,000

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:

Touchstones Discussion Project has developed the Touchstones School Program, a comprehensive program for schools targeted to grades 4 through 12, which builds critical thinking skills fundamental to a school's success in the 21st century economy. The organization is committed to implementing the Touchstones School Program in 20 middle schools in Baltimore County. Baltimore County Public Schools and Touchstones entered into an agreement to provide for the implementation of the Touchstones School Program, and this is a confirming contract for purchases made during FY04. This implementation provided for a Touchstone staff member to work directly with Baltimore County Public Schools for professional development training to all teachers involved in the program, all of the materials necessary for successful participation in the professional development, and the textbooks necessary to provide the classroom instruction.

Recommendation:

Award of contract is recommended to:

Touchstones Discussion Project, Annapolis, MD

Responsible school or office: Gifted Education/ Magnet Programs

Contact Person: Jeanne Paynter

Funding Source: Title II funds Gifted and Talented Special Programs- GT Reading and English