

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** October 25, 2005

**TO:** **BOARD OF EDUCATION**

**FROM:** Dr. Joe A. Hairston, Superintendent

**RE:** **RECOMMENDATIONS FOR AWARD OF CONTRACTS**

**ORIGINATOR:** J. Robert Haines, Deputy Superintendent, Business Services

**PERSON(S):** Rick Gay, Manager, Office of Purchasing  
Michael Sines, Executive Director, Department of Physical Facilities

**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 -- October 25, 2005**

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

- 1. Contract Modification:** Assignment of Citistreet Contract to Metlife, Inc.  
**Contract #:** RGA-172-06

**Term:** 5 years      **Extension:** 0      **Contract Ending Date:** 6/30/09 (tentative)  
**Estimated annual award value:** NA  
**Estimated total award value:** NA

**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:**

At the March 26, 2002, Board of Education meeting, the Board approved the 403b contract for seven years.

On August 10, 2005, Baltimore County Public Schools was notified that effective September 1, Citigroup's Traveler's Life and Annuity and substantially all of Citigroup's international insurance business were purchased by MetLife, Inc. As part of the sale, our contract with Traveler's Life and Annuity under the name of Citistreet provides BCPS employees with an approved 403b product. Pursuant to the original contract, this assignment requires the written approval of the Board of Education. Legal counsel has reviewed the consent to assignment.

Therefore, approval of the assignment is recommended for the remainder of the contract term. All current terms, conditions, and pricing remain in effect.

**Recommendation:**

Recommendation of assignment to:

MetLife, Inc.

New York, NY

**Responsible school or office:**

Office of Payroll

**Contact person:**

Ed Dieffenbach

**Funding source:**

No BCPS Funds are involved

**2. Contract:** 2006 BCPS Principals' Leadership Conference  
**Contract #:** RGA-173-06

**Term:** 1 year      **Extension:** 0      **Contract Ending Date:** 6/30/06 (tentative)  
**Estimated annual award value:** \$56,375  
**Estimated total award value:** \$56,375

**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:**

BCPS solicited quotes from several Maryland resorts that have the guest rooms and meeting facilities to accommodate 250 plus people for the BCPS Principals' Annual Leadership Conference June 19-21, 2006.

**Recommendation:**

Recommendation of award to:

Rocky Gap Lodge & Golf Resort

Flintstone, Maryland

**Responsible school or office:**

Department of Professional Development

**Contact person:**

Arlene K. Fleischmann

**Funding source:**

Operating Budget

**3. Contract:** Deferred Compensation Plan  
**Contract #:** RGA-171-06 (Piggyback on Baltimore County Deferred Compensation Plan)

**Term:** 1 year      **Extension:** 4 years      **Contract Ending Date:** 6/30/10 (tentative)  
**Estimated annual award value:** NA  
**Estimated total award value:** NA  
**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:**

Baltimore County Public Schools (BCPS) currently offers a 403(b) Tax Sheltered Annuity (TSA) program. The TSA program is a voluntary program that allows eligible BCPS employees to save toward retirement by investing pre-tax contributions in tax-deferred investments. TSA contributions are made solely by the employee through payroll deductions prior to federal and state taxes being calculated.

The Internal Revenue Code (IRC) establishes specific limits that govern the amounts an individual can contribute to a 403(b) plan. As a result of the federally mandated Economic Growth Tax and Reconciliation Relief Act (EGTRRA), effective January 1, 2002, contribution limits and provisions for 403(b) plans were significantly revised. Currently, two IRC limits apply: the IRC Section 402(g) *elective deferral limit* and the IRC Section 415(c) *percentage of compensation limit*. In order for eligible employees to take advantage of the tax savings via payroll deduction, a 403(b) account must be established with one of the TSA companies on BCPS' authorized list. Additionally, contributions to a 403(b) plan no longer have to be offset by contributions to a 457 plan.

In order to offer voluntary pre-tax contributions beyond the limits set by 403(b) programs, BCPS wants to offer employees options to create a 457 program. By piggy-backing on the county contract, employees can contribute additional amounts annually to a 457 plan. The Baltimore County Deferred Compensation Plan has been in effect since 1981 and is part of a public sector offering underwritten through the National Association of Counties (NACo) 457 Deferred Compensation Program.

Program features include:

- Diverse fund lineup
- National Association of Counties (NACo) advisory committee plan oversight
- Free access to Morningstar Clear Future's personalized online investment education and guidance tool
- Fully transactional customized web site [www.baltimorecountycdc.com](http://www.baltimorecountycdc.com)
- Two full-time local salaried retirement specialists available for one-on-one consultations and group education workshops

- 50 licensed representatives-on-call to assist employees with enrollments, increases, and asset allocations
- Comprehensive financial reports
- A 24/7 voice-response system that allows participants to monitor and manage their account
- The 457 permits one to start taking money out of the plan when one retires before attaining age 59 1/2. It's the only plan that allows this.
- The administrative fees and pricing are very favorable for the 457 plan.
- Federal and state taxes are deferred – annual limits are set; 403b and 457 plan limits are not combined

Nationwide Retirement Solutions is the administrator of the program. They currently administer over 8,000 government retirement programs across the country with \$39 billion in plan assets, representing approximately 1.5 million plan participants. Timing for the Nationwide implementation is approximately two months.

**Recommendation:**

Recommendation of award to:

Nationwide Retirement Solutions

Columbus, Ohio

**Responsible school or office:**

Office of Employee Benefits & Retirement

**Contact person:**

Kathleen J. Harmon

**Funding source:**

Employee pays full cost of plan.



**5. Contract:** Electric Motor Repair  
**Contract #:** PCR-215-06

**Term:** 2 years    **Extension:** 3 years    **Contract Ending Date:** 10/26/10 (tentative)  
**Estimated annual award value:** \$100,000  
**Estimated total award value:** \$500,000

**Bid issued:** August 25, 2005  
**Pre-bid meeting date:** September 8, 2005  
**Due date:** September 21, 2005  
**No. of vendors issued to:** 11  
**No. of bids received:** 3  
**No. of no-bids received:** 1

**Description:**

This contract consists of providing electric motor repair services for various heat, air conditioning, pump, and fan motors throughout BCPS.

**Recommendation:**

Award of contract is recommended to:

House of Balance, Inc.	Baltimore, MD
Lange Electric Co., Inc.	Baltimore, MD

**Responsible school or office:** Office of Maintenance and Construction

**Contact person:** Andy Gall

**Funding source:** Operating Budget

**6. Contract:** Electricity Consultant Services  
**Contract #:** PCR-216-06 (Northeast Waste Authority #05-GEN/CO192)

**Term:** 1 year      **Extension:** 4 years      **Contract Ending Date:** 8/1/10 (tentative)  
**Estimated annual award value:** \$ 22,140  
**Estimated total award value:** \$110,700

**Bid issued:** May 11, 2005  
**Pre-bid meeting date:** NA  
**Due date:** June 1, 2005  
**No. of vendors issued to:** NA  
**No. of bids received:** NA  
**No. of no-bids received:** NA

**Description:**

This contract consists of participating in the Northeast Waste Authority's contract for electricity consulting services. BCPS, through participation in the Baltimore Regional Cooperative Purchasing Committee (BRCPC), has been bidding electricity on a retail or consumer basis since deregulation. The cooperative is now pursuing the purchase of electricity as a wholesaler, which in effect means contracting with a Public Service Commission licensed retail supplier to act as our agent in buying on the wholesale market.

This is one step closer to buying electricity at its source. To this end, the cooperative is contracting with South River Consulting to guide us through the process. Services will include: gathering market data; identifying qualified retail suppliers; tracking performance of our program; forecasting electricity price and providing risk strategy and management; and providing peak load predictor service. The cost of the South River contract will be shared by the participating entities on a percentage of each of the 20 entity's electricity load. BCPS' cost represents approximately 14 percent.

Through this use of wholesale market access, BCPS anticipates its annual electricity net savings to be \$85,000.

**Recommendation:**

Award of contract is recommended to:

South River Consulting, LLC      Baltimore, MD

**Responsible school or office:** Office of Maintenance and Construction

**Contact person:** Pete Dixit

**Funding source:** Operating Budget

7. **Contract:** Locksmith Services  
**Contract #:** JMI-628-06

**Term:** NA      **Extension:** NA      **Contract Ending Date:** Perpetual  
**Estimated annual award value:** \$100,000  
**Estimated total award value:** \$100,000

**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:**

On November 23, 1999, the Baltimore County Board of Education approved a contract to provide for locksmith services (3-322-00). This contract is due to expire December 31, 2005. The Office of Purchasing's due diligence process identified that the *Medeco KeyMark* system in place for BCPS is of a proprietary nature. Under Medeco contractual obligations, any master key system developed by a Medeco locksmith in the KeyMark Service Center program must be supported by the originating locksmith. As the lock system was created by Easter's Lock & Key Service, Inc., for BCPS, additional products must be purchased exclusively from Easter's Lock & Key Service, Inc. If the provider does not fulfill its contractual legal obligations, BCPS has the right to contact Medeco Security Locks for mediation.

Superintendent's Rule 3215 creates guidelines and procedures for sole-source procurement only under specific guidelines. The rule permits a sole-source contract when the Office of Purchasing determines that it would be advantageous or that it would be impractical to seek or utilize another source when the requirement is only available from a single source and when the compatibility of equipment, accessories, or replacement parts is the paramount consideration. Similarly, Office of Purchasing procedure OP4002.4 states that a sole-source purchase may arise from the following conditions: copyrighted products, such as software, publications, textbooks, media, or products (specialized and/or advanced technology) which ensure a compatible learning environment for students/faculty at various school sites.

**Recommendation:**

Recommendation of award to:

Easter's Lock & Key Service, Inc.      Baltimore, MD

**Responsible school or office:** Office of Maintenance and Construction

**Contact person:** Dennis N. Elkins

**Funding source:** Operating Budget

**8. Contract:** Microwave and Ancillary Equipment (Wireless)  
**Contract #:** JMI-630-06 (MD Department of Budget and Management  
050B5800104)

**Term:** 2 years    **Extension:** 3 years    **Contract Ending Date:** 04/30/10 (tentative)  
**Estimated annual award value:** \$ 50,000  
**Estimated total award value:** \$250,000

**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:**

This contract consists of participating in the Maryland Department of Budget and Management's (DBM) solicitation for microwave and ancillary equipment (wireless), which was awarded April 13, 2005. This DBM contract provides for the purchase and installation of enterprise wireless microwave equipment. The purpose of this request is to provide high speed microwave data connections between BCPS buildings where other means of connections such as fiber is either impractical or not cost effective.

**Recommendation:**

Recommendation of award to:

Business Information Group, Inc.

York, PA

**Responsible school or office:**

Office of Technology

**Contact person:**

Gary Schlimme

**Funding source:**

Operating Budget and Capital Funds



**10. Contract Modification:** Inspection/Testing Construction Package 1A – Woodholme Elementary School

**Contract #:** JMI-635-04

**Term:** 1 yr, 5 mo.    **Extension:** 6 mo.    **Contract Ending Date:** 6/31/05 (tentative)  
**Estimated annual award value:** \$52,663  
**Estimated modification amount:** \$11,000  
**Estimated total award value:** \$63,663

**Bid issued:** January 22, 2004  
**Pre-bid meeting date:** February 3, 2004  
**Due date:** February 10, 2004  
**No. of vendors issued to:** 6  
**No. of bids received:** 5  
**No. of no-bids received:** 0

**Description:**

Due to issues with window caulking and exterior panel installation on the Woodholme Elementary School project, it has been necessary to call on the testing agency, Reuling Associates, Inc., much more than originally anticipated. Outside inspection services are required to verify proper material installation. The additional funding is requested for material inspection services in order to verify a water-tight building.

**Recommendation:**

Award of contract modification is recommended to:

Reuling Associates, Inc.

Timonium, MD

**Responsible school or office:**

Office of Engineering and Construction

**Contact person:**

Richard H. Cassell, P.E.

**Funding source:**

Capital Budget

**11. Contract:** Systemic Renovation – Villa Cresta Elementary School  
**Contract #:** MBU-566-06

**Term:** 9 months    **Extension:** 0                      **Contract Ending Date:** 8/31/06 (tentative)  
**Estimated annual award value:** \$185,401  
**Estimated modification amount:** \$ 18,540  
**Estimated total award value:** \$203,941

**Bid issued:** September 15, 2005  
**Pre-bid meeting date:** September 22, 2005  
**Due date:** October 6, 2005  
**No. of vendors issued to:** 7  
**No. of bids received:** 1  
**No. of no-bids received:** 1

**Description:**

This project consists of the replacement of ceilings, interior lighting, terrazzo flooring, and plumbing fixtures; modifications to the sprinkler system; and ADA upgrades. A summary of the bids received is below.

**Recommendation:**

Award of contract is recommended to:

RWC Contracting Corp.                      Baltimore, MD

**Responsible school or office:** Office of Construction and Engineering

**Contact person:** Richard H. Cassell, P.E.

**Funding source:** Capital Budget

	<b>Bidders' Names</b>	
	RWC Contracting Corporation	M&M Welding
Base Bid	\$ 105,484	No Bid
<i>Add Alternate #1 Ceiling and lighting replacement in eight classrooms.</i>	\$ 79,917	
<b>Total</b>	\$ 185,401	

**12. Contract:** HVAC Upgrades – Prettyboy Elementary School  
**Contract #:** MBU-565-06

**Term:** 10 months    **Extension:** 0    **Contract Ending Date:** 9/3/06 (tentative)  
**Estimated annual award value:** \$ 176,000  
**Estimated modification amount:** \$ 17,600  
**Estimated total award value:** \$ 193,600

**Bid issued:** September 25, 2005  
**Pre-bid meeting date:** September 21, 2005  
**Due date:** October 5, 2005  
**No. of vendors issued to:** 6  
**No. of bids received:** 2  
**No. of no-bids received:** 0

**Description:**

This project consists of the replacement of various HVAC equipment and associated electrical items. A summary of the bids received is below.

**Recommendation:**

Award of contract is recommended to:

M&M Welding and Fabricator, Inc.    Gaithersburg, MD

**Responsible school or office:** Office of Engineering and Construction

**Contact person:** Richard Cassell, P.E.

**Funding source:** Capital Budget

<b>Bidders' Names</b>		
	M&M Welding and Fabricator, Inc.	Chilmar Corporation
Base Bid	\$176,000	\$213,654
Total	\$176,000	\$213,654

