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BALTIMORE COUNTY PUBLIC SCHOOLS

Division of Business Services
Department of Fiscal Services
Office of Purchasing

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To: Dr. Joe A. Hairston
Superintendent

From: Patrick M. Fannon, Controller

And

Richard L. Gay, Purchasing Manager
Office of Purchasing

Jack S. Nichols, Purchasing Agent
Office of Purchasing

Date: September 14, 2001

Re: **Recommendations for Award of Contracts**
Board Exhibit – October 11, 2001

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

1. **Audio-Visual Equipment Repairs** **Estimated Award Value \$135,000**
Contract #4-404-02 **(over 3 years)**
Kunz, Inc.

A multi-year bid to select a vendor to provide services on various brands and types of audio-visual equipment (Low Tech: Projection Equipment, Projection Related Equipment and High Tech: LCD/Data Video Projectors) for all schools/offices was issued on August 2, 2001 to 20 vendors. Proposals were received from one vendor. Three vendors submitted no-bid proposals and the remaining 16 vendors were reluctant to submit proposals to repair AV equipment that they had not sold.

This three-year contact will operate under a "time and materials" format. The specifications are designed to have the award bidder pick up the equipment at the school/office site, repair the equipment at the vendor location, and return the repaired equipment to the school/office site.

Bidders were requested to provide pricing based on the following: an hourly rate for repairs, percentage mark-up for materials for High Tech and Low Tech Equipment as designated in the bid, and an hourly rate for diagnostic evaluation. The rate for diagnostic evaluation will be used to reimburse the award bidder for any evaluation of a unit that cannot be repaired or where repair is not cost effective.

<u>Bidder</u>	<u>Rates</u>
Kunz, Inc., Baltimore, MD	\$32.50 /Hour for Low Tech Equipment 80.00 /Hour for High Tech Equipment 25.00 /Hour for Diagnosis 30% - Percent of Mark Up for Parts & Materials, Low Tech 30% - Percent of Mark Up for Parts & Materials, High Tech

The estimated award value of the contract is \$135,000 for three years. An award of contract is recommended to the bidder meeting all specifications, **Kunz, Inc., Baltimore, MD**. Funding will be provided by the operating budgets of the individual schools and offices.

2. **Networking Closet Electronics** **Estimated Award Value: \$5,000,000**
Baltimore City Contract # BP-01195 **(over 3 years)**
Plexus Installations, Inc.

Approval is requested to utilize the City of Baltimore Contract #BP-01195 to purchase and install networking closet electronics. The three-year contract was approved by the Baltimore City Council. The purchase of this equipment will support the IT initiatives of Baltimore County Public Schools by replacing all existing closet electronics in previously networked schools as well as the installation of closet electronics in additional schools as they are networked. This will allow each school and office to fully and effectively access educational support technology. The Office of Purchasing is recommending approval of this contract to Plexus Installations, Inc. The contract with Plexus Installations, Inc. offers an 8% mark-up over contractor's cost for equipment and materials as well as additional services.

Funding will be provided by the operating budget of the Office of Information Technology and Capital Budget.

3. **Paper: Dual Purpose** **Estimated Award Value: \$915,135**
Contract #4-405-02 **RIS Paper Company**

A bid for the annual price agreement for the purchase of dual-purpose paper for use in copiers, laser printers and duplicating equipment for all schools and offices was issued on August 16, 2001 to 14 vendors. Proposals were received from six vendors.

RIS Paper Company, Capital Heights, MD	\$915,135.00
XPEDX, Hanover, MD	\$915,986.00
Savin Corporation, Uniontown, OH	\$933,002.00
Lindenmeyr Munroe, Jessup, MD	\$947,849.00
Xerox Corporation, Towson, MD	\$961,714.00
Frank Parsons, Inc., Baltimore, MD	\$988,184.00

The bid supports the purchase of six types of 8 1/2 x 11 paper: 32,794 cartons, white; 7689 cartons, white, 3-hole drilled; 1347 cartons, blue; 1864 cartons, canary; 1293 cartons, green; 1386 cartons, pink and 90 cartons of white, legal size (8 1/2 x 14) for delivery to the BCPS Distribution Services on an as needed basis. Schools and offices may then requisition the paper as needed.

An award of contract is recommended to the lowest bidder meeting all specifications, **RIS Paper Company, Capital Heights, MD** in the estimated award value of \$915,135.00. Funding will be provided by the operating budget of the Office of Distribution Services and individual school operating budgets.

4. **Supply Contract: Various Belts for HVAC
& Mechanical**
Contract #3-313-02

Estimated Award Value: \$50,000
Grainger Industrial Supply

A bid to provide a firm fixed price for various HVAC belts was issued on August 16, 2001 to five vendors. Proposals were received from three vendors. Award is being made for the most favorable aggregate price for the most commonly used belts specified in the bid. However, BCPS reserves the right to purchase any other non-standard types of belts that would be required during the term of contract from the award vendor.

Grainger Industrial Supply's pricing was 45% less than Power Transmission Systems, Baltimore, MD and 51% less than Baltimore Beltway Co., Inc., Baltimore, MD. Recommendation of award is being made to **Grainger Industrial Supply, Timonium, MD** as the most responsive and responsible bidder offering the most favorable aggregate price. The bid is renewable for a period up to 12 months. Funding will be provided through the Office of Maintenance operating budget.

5. **Contracted Services: Kitchen Installation &
Post Construction Clean-up**
Emergency Work

Award Value: \$220,565
Peake Contracting, Inc.

In order to open several of the schools where Aging School Construction work was in progress, **Peake Contracting, Inc., Reisterstown, MD** was hired to expedite and complete the work of installing kitchens. Also, Peake Contracting, Inc. was employed to complete the post construction cleaning of several schools so that these schools were ready for occupancy on the first day of school. These services were deemed an "emergency" by the Office of Construction and were utilized at the following sites:

Bear Creek Elementary	Kitchen Equipment set-up	\$12,820.00
Carroll Manor Elementary	Kitchen Equipment set-up	\$14,370.00
Fifth District Elementary	Kitchen Equipment set-up	\$14,370.00
Battle Grove Elementary	Kitchen Equipment set-up	\$14,370.00
Hebbsville Elementary	Kitchen Equipment set-up	\$9,866.00
Middleborough Elementary	Kitchen Equipment set-up	\$12,820.00
Hampton Elementary	Kitchen Equipment set-up	\$14,370.00
Rodgers Forge Elementary	Kitchen Equipment set-up	\$7,500.00
Featherbed Elementary	Kitchen Equipment set-up	\$14,880.00
Featherbed Elementary	Architctural Changes / Kitchen Equipment set-up	\$14,600.00
Fifth District Elementary	Post Renovation Cleaning	\$14,500.00
Rodgers Forge Elementary	Post Renovation Cleaning	\$7,600.00
Carroll Manor Elementary	Post Renovation Cleaning	\$6,000.00
Hawthorne Elementary	Post Renovation Cleaning	\$10,500.00
Perry Hall Elementary	Post Renovation Cleaning	\$10,500.00
Dundalk Elementary	Post Renovation Cleaning	\$10,200.00
Norwood Elementary	Post Renovation Cleaning	\$12,600.00
Woodmoor Elementary	Post Renovation Cleaning	\$10,200.00

Total amount for services rendered is \$220,565.00. These invoices will be paid out of the "Aging Building" accounts.