

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: May 13, 2003
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 13, 2003

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

Contracted Services: *On-Call Services for Time & Material Projects with Not-to-Exceed Quotes*

The Division of Physical Facilities, Office of Maintenance, has requested the Office of Purchasing to issue the following solicitations: RHA-367-03 *On-Call Roofing Construction Services for Hourly Rate*; and RHA-369-03 *On-Call Asphalt Work (Sidewalks, Stairs, Curbing, and Ramps)*. These contracts are indefinite-quantity contracts, as the services intended for purchase are based upon future needs of the system and are pending allocation of funds.

The Office of Maintenance intends to have pre-qualified contractors with the appropriate insurance, training, and certification to be *on call* for services, repairs, and installations. Based upon the previous needs of the Office of Maintenance for these types of services, availability of the contractors when called upon to do work, and the urgency to have the work done within a specified timeframe, the award of contract may be made to multiple contractors for each of these solicitations. All work under these contracts will be done either on a *time-and-material* or by a *not-to-exceed* quote basis.

Time-and-material jobs will be done by the primary award contractor. If, for any reason, the primary award contractor is unable to do the work within the timeframe of the Office of Maintenance, the next ranked contractor will be asked to do the work, and so on throughout the list. For the following contracts, if a larger project with a definable scope has been identified, **all of the award bidders** will be asked to provide a *not-to-exceed* quote. All of the award bidders will be provided with the scope of the project and will be asked to include all materials and labor required to properly complete the project by a specified date. Since all the award bidders are offering a competitive price, the cost is usually substantially less than utilizing the *time-and-material* scenario. However, this quote process still guarantees that all work is to be done by pre-qualified contractors. Specifications were developed in conjunction with the Office of Maintenance staff and contractors.

1. **Contract:** Contracted Services for Inspectors for *On-Call* Roofing
Construction Inspection Services

Bid #: RHA-367-03

Term: 5 years **Extensions:** 0 **Contract Ending Date:** April 28, 2008 (tentative)

Estimated annual award value: \$100,000

Estimated total award value: \$500,000

Bid issued: February 20, 2003

Pre-bid meeting date: March 5, 2003

Due Date: March 27, 2003

No. of vendors issued to: 15

No. of bids received: 5

No. of no-bids received: 1

Description:

Contracted Services: *On-Call* Roofing Construction Services for Hourly Rate

The Office of Maintenance intends to have pre-qualified contractors with the appropriate insurance, training, and certification to do inspection services to assure BCPS that the roof replacements are being done as specified to protect the 20-year warranty. It is the intent of BCPS to have vendors on call to provide personnel to do inspections as the roofing projects are started. The inspectors shall be experienced and trained in roofing construction inspections, and shall be required to be present and on the roof with the installation company at all times when the roofing company is working. The ability to read and understand drawings, especially in regards to roofing details, curb, guttering, through-wall penetrations, and technical specifications, is an absolute essential requirement. Also, the ability to write reports and to communicate plainly and intelligently with roofing contractors, architects, engineers, roofing manufacturer representatives, principals, and BCPS project coordinators is absolutely essential. In order to assure that the person being provided by the company is fully qualified to do the inspection services, BCPS has the right to interview each person to assure that they are completely qualified to perform these services.

Recommendation:

Award of contract is recommended to the following firms based upon their regular hourly rate for a worker on site.

for one person on site

Primary	Development Facilities, Inc., Severna Park, MD	\$25.00
Secondary	Roof Consultants Inc., Richmond, VA	\$37.50
Tertiary	PSI, Fairfax, VA	\$44.50

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

Contact Person: Cornell Brown

Funding Source: Operating budget, aging school funds, and capital projects

2. **Contract:** Contracted Services: *On-Call* Asphalt Work (Sidewalks, Stairs, Curbing, and Ramps)

Bid #: RHA-369-03

Term: 5 years **Extensions:** 0 **Contract Ending Date:** March 28, 2008 (tentative)

Estimated annual award value: \$50,000

Estimated total award value: \$250,000

Bid issued: February 6, 2003

Pre-bid meeting date: February 18, 2003

Due Date: March 6, 2003

No. of vendors issued to: 8

No. of bids received: 7

No. of no-bids received: 0

Description:

Contracted Services: "On Call" Renovation Contractors for Time & Material Projects with *Not-to-Exceed* Quotes

The Office of Maintenance intends to have pre-qualified contractors with the appropriate insurance, training, and certification to do various asphalt work for sidewalks, stairs, curbing, ramps, and other projects on an *as-needed* basis. It is the intent of BCPS to have contractors *on-call* to do repairs, sealing, and installations of new work. The work may also extend into the repairs, sealing, and installations of driveways, walkways, tennis courts, basketball courts, and other applications as they need to be addressed.

Recommendation:

Award of contract is recommended to the following firms based upon the regular hourly rate for each on-site worker. This rate includes the typical equipment required to do the work properly for a five-foot-wide sidewalk. This would include, but not be limited to, a tandem axle dump, bobcats (or other equipment for excavating and loading), tampers, rollers, and framing equipment.

for each person

Primary	JVL Contracting, Baltimore, MD	\$40.00
Secondary	J. Equipment Transport, Inc., Baltimore, MD	\$42.00
Tertiary	Allied Contractors, Inc., Baltimore, MD	\$48.50

Responsible school or office: Office of Maintenance, Office of Operations, and Office of Engineering and Construction

Contact Person: Cornell Brown and Dennis Elkins

Funding Source: Operating budget, aging school funds, and capital projects

3. Contract: Contracted Services: 403(b) Providers
Bid #: PCR-202-03

Term: 5 years **Extensions:** 2/1-year **Contract Ending Date:** December 31, 2009 (tentative)
Estimated annual award value: N/A
Estimated total award value: N/A

Bid issued: October 3, 2002
Pre-bid meeting date: October 16, 2002
Due Date: October 30, 2002
No. of vendors issued to: 27
No. of bids received: 16
No. of no-bids received: 0
No. of non-responsive: 1

Description:

Approximately 6,500 employees voluntarily participate in the 403(b) plan, investing approximately \$24,000,000 annually. The employee participants pay any associated fees connected with a particular plan.

BCPS and the financial analyst consultant of Bolton Partners, Inc., evaluated the proposals. Proposals were quantitatively evaluated for accuracy and completeness based upon BCPS screening criteria and from established national investment standards. The analysis focused on the overall competitiveness of the proposals, including the credentials of the bidders, their assets, the pricing of the proposed products, the communication support offered, the depth of investments, and the investment performance. Agreements require consultation with union bargaining representation. This was completed on April 9, 2003.

Recommendation:

Awards of contract are recommended to:

Benefits Corporation-Great Western, Greenwood Village, CO
TIAA-CREF, Washington, DC
American Century, Kansas City, MO
VALIC, Houston, TX
Lincoln Financial Group, Fort Wayne, IN
ING-Aetna, Hartford, CT
CitiStreet, East Brunswick, NJ
Security Benefit, Topeka, KS
Legg Mason, Baltimore, MD
Hendershot Financial Group, Rockville, MD

Responsible school or office: Office of Payroll

Contact Person: Ed Dieffenbach

Funding Source: N/A--All monies are employee contributions

4. Contract: Contracted Services: Information Technology Systems Support
Bid #: PCR-218-03

Term: 2 years **Extensions:** 2/1-year **Contract Ending Date:** July 30, 2007 (tentative)
Estimated annual award value: \$225,000
Estimated total award value: \$900,000

Bid issued: February 27, 2003
Pre-bid meeting date: March 13, 2003
Due Date: March 26, 2003
No. of vendors issued to: 117
No. of bids received: 33
No. of no-bids received: 11
No. of non-responsive: 0

Description:

The bid was designed to provide programming and analysis support services on an as-needed basis for school system programs. Five separate skill sets were identified, with a multiple award for each skill set to ensure availability of services. The skill sets are: Project Manager, Architecture Engineer, Applications Developer, Standard Query Language (SQL) Server, Database Administrator (DBA), and Business Systems Analyst.

Proposals were sorted by price per skill set. Key experiences, skills, and knowledge were identified. The recommended bidders are those who have been deemed qualified in their skill set(s) and offer the lowest hourly rates.

Services will be employed on the basis of lowest rates as first choice, depending on the bidder's availability within each skill set.

Recommendation:

Award of contract is recommended to:

ACI Group, Baltimore, MD	one skill set
Bell Tech, Columbia, MD	one skill set
Computech, Corp, Edison, NJ	one skill set
DISYS, Chantilly, VA	one skill set
ICICI Infotech, Raritan, NJ	one skill set
Intellimark, Columbia, MD	three skill sets
Kforce, Tampa, FL	one skill set
Nexgen, Edison, NJ	three skill sets
Plexus Group, Baltimore, MD	one skill set
Radiant Systems, S Plainfield, NJ	one skill set
SM Consulting, Linthicum, MD	two skill sets

Sogeti, Owings Mills, MD
Tidal Technologies, Glen Burnie, MD

one skill set
two skill sets

Responsible school or office: Office of Information Technology

Contact Person: Frank Curnoles

Funding Source: The operating budget of the Office of Information Technology

5. Contract: Contracted Services: Steps to Success Program
Bid #: None

Term: 1 year **Extensions:** 0 **Contract Ending Date:** June 30, 2004 (tentative)
Estimated annual award value: \$164,040
Estimated total award value: \$164,040

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:

The Office of Alternative Education/Dropout Prevention/Summer School, within the Department of Student Support Services, received a grant from the Baltimore County Office of Employment and Training. The purpose of this grant is to provide classes in remedial reading and math skills for students at Rosedale and Inverness Alternative Schools who are below grade level. These students will also participate in a two-week summer work experience and be provided with a transition counselor as they return to their home schools.

Recommendation:

Award of contract is approved for the Office of Alternative Education/Dropout Prevention/Summer School to execute the Steps to Success Program for students at the Rosedale and Inverness Alternative Schools.

Responsible school or office: Office of Alternative Education/Dropout Prevention/Summer School

Contact Person: Dr. Betty Young

Funding Source: Grant Funding from the Baltimore County Office of Employment and Training

6. Contract: Copy (Reproduction) Services

Bid #: JCO-418-03

Term: 2 years **Extensions:** 0 **Contract Ending Date:** June 30, 2005 (tentative)

Estimated annual award value: \$50,000

Estimated total award value: \$100,000

Bid issued: February 20, 2003

Pre-bid meeting date: March 3, 2003

Bid due date: March 13, 2003

No. of vendors issued to: 23

No. of bids received: 12

No. of no-bids received: 0

No. of non-responsive: 0

Description:

The bid specifications require the bidders to offer a fixed price for copying services. This will serve as an outside source for copying services for the central offices when the volume of work (i.e., curriculum guides, final exams, bus schedules) or deadlines prohibit the in-house preparation of materials. The service will include the pick-up and delivery of materials from the various offices and/or the Copy Center. The bidders were requested to provide prices based on various sizes of paper, color of paper, and copying one-sided and two-sided requirements. The method of award is to a primary and secondary bidder meeting all specifications.

Recommendation:

Award of contract is recommended to:

Harbor Duvall Graphics, Inc., Baltimore, MD (primary)

Eikenberg Printing Company, Inc., Manchester, MD (secondary)

Responsible school or office: Copy Center

Contact Person: Michael Bailey

Funding Source: The operating budget of the central office requiring the related services

7. **Contract:** Rebinding of Books

Bid #: JCO-427-03

Term: 2 years **Extensions:** 0 **Contract Ending Date:** June 30, 2005 (tentative)

Estimated annual award value: \$18,000

Estimated total award value: \$36,000

Bid issued: March 6, 2003

Pre-bid meeting date: N/A

Bid due date: March 20, 2003

No. of vendors issued to: 8

No. of bids received: 3

No. of no-bids received: 1

No. of non-responsive: 0

Description:

The bid specifications require the bidders to offer a price for the rebinding of library books and textbooks. The specifications require that all books to be repaired would be picked up from each participating school by Distribution Services the week following the last day of school. The award bidder will then obtain the books from Distribution Services the following week. All textbooks are to be repaired and returned to BCPS by the first day of school. Library books must be repaired and returned to BCPS within two weeks of the start of school. It is estimated that 1,500 to 1,800 books will be repaired through this contract. The method of award is based on the aggregate total of the unit cost per library book and textbook.

Recommendation:

Award of contract is recommended to:

Shenandoah Valley Bindery, LLC, New Market, VA

Responsible school or office: Office of Purchasing

Contact Person: June Coleman

Funding Source: The operating budget of each individual school

