

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: January 27, 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 – January 27, 2004**

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

- 1. Contract:** Contracted Services: Security Guard Services
Bid #: JMI-611-04

Term: 5 years **Extensions:** 0 **Contract Ending Date:** 12/ 31/08 (tentative)
Estimated annual award value: \$50,000
Estimated total award value: \$250,000

Bid issued: November 6, 2003
Pre-bid meeting date: November 20, 2003
Due Date: December 3, 2003
No. of vendors issued to: 20
No. of bids received: 3
No. of no-bids received: 3

Description:

The Office of Purchasing issued a solicitation for full-time on-staff personnel to perform security guard services on an as-needed basis. Such services shall augment guard services currently provided by BCPS employees.

Recommendation:

Awards of contract are recommended to the following firms based upon the regular hourly rate for on-call guard services.

Primary Award	Central Security Investigations Agency, Inc., Baltimore, MD
Secondary Award	Abacus Corporation, Baltimore, MD
Tertiary Award	Internal Intelligence Service, Inc., Baltimore, MD

Responsible school or office: Division of Physical Facilities, Office of Safety and Security

Contact Person: Charles Jenkins

Funding Source: Operating budget for Office of Safety and Security

2. Contract Amendment Request: Database Reporting Tool Software Application
Contract #: JMI-614-04 (U.S. General Services Administration--GS-35F-0354J)

Term: 3 years **Extension:** 0 **Contract Ending Date:** 1/27/07 (tentative)
Revised estimated total award value: \$445,072
Renewed annually for: \$ 98,418 plus 5% increase beginning in 2005

Description:

At their August 12, 2003 meeting, the Board approved a contract with Cognos Business Intelligence for the purchase of their web-based reporting solution software that is a key component of our data warehouse reporting capabilities for \$250,072.

This original contract allocated \$230,000 for a perpetual license fee and included first year support services. Additionally, as part of the purchase price, BCPS purchased 104 education/consulting training coupons from Cognos for a quoted fee not to exceed \$20,072. In order to make full and effective use of this tool and to provide training to our support staff enabling them to utilize the full capabilities of the software, the contract needs to be amended to provide an additional \$195,000 over the next three years for training, consulting, and related trainee-cost services from Cognos. The annual maintenance support fee is 15 percent of the license fee, or \$33,418, plus it may increase five percent annually after year two of the contract.

Recommendation:

Award of contract amendment is recommended to the following firm:

Cognos Corporation, Burlington, MA

Responsible school or office: Office of Technology

Contact Person: Greg Barlow

Funding Source: Operating budget for Information Technology

3. Contract: Interior and Exterior Doors and Associated Millwork
Bid: RHA-321-04

Term: 4 years **Extensions:** 0 **Contract Ending Date:** 12/31/07 (tentative)
Estimated annual award value: \$50,000
Estimated total award value: \$200,000

Bid issued: October 30, 2003
Pre-bid meeting date: November 12, 2003
Due Date: November 20, 2003
No. of vendors issued to: 14
No. of bids received: 4
No. of no-bids received: 0

Description:

The Office of Purchasing issued a solicitation to qualify and select a vendor(s) to supply specified interior and exterior doors for Baltimore County Public Schools (BCPS) for the term of contract. The interior and exterior doors shall be delivered, as well as available for pick-up by BCPS at a convenient location. Installation can be by BCPS' resources or other contractors. These doors are to be used at various schools and buildings throughout BCPS. This is an indefinite-quantity contract.

Pricing shall remain firm through December 31, 2004. After this date, it is the award bidder's responsibility to notify the Office of Purchasing, at least 90 days in advance, of any change. BCPS reserves the right to accept or reject the price increase within 30 days.

Recommendation:

Awards of contract are recommended to the following firms based upon their price per door.

Pikesville Lumber Co., Baltimore, MD
Henry Harvey & Sons, Baltimore, MD

Responsible school or office: Department of Physical Facilities, Office of Maintenance

Contact Person: Cornell Brown

Funding Source: Operating budget for Office of Maintenance, Office of Construction, state funding, aging school funding, grant funding, and/or federal funding

4. Contract: Graphic/Print Communications Equipment
BID #: JCO-410-04

Term: 1 year **Extensions:** 0 **Contract Ending Date:** 12/31/04 (tentative)
Estimated total award value: \$110,609

Bid issued: December 4, 2003
Pre-bid meeting date: December 12, 2003
Bid due date: December 22, 2003
No. of vendors issued to: 25
No. of bids received: 5
No. of no-bids received: 5
No. of non-responsive: 0

Description:

The Office of Purchasing issued a solicitation for obtaining delivery, installation, and training for various printing equipment (flatbed scanner, wide format inkjet printer, digital plate setter, film processor, color press, flatbed paper cutter, folder/stitcher/-sorter/collator, table top folder, and full color laser printer w/stand) for Kenwood High School, Overlea High School, Sollers Point Technical School, and Western School of Technology and Environmental Science.

The specifications require the bidders to hold the prices on the equipment through December, 2004, to allow the Office of Career and Technology to purchase this equipment throughout this time period.

Recommendation:

Awards of contract are recommended to:

AB Dick Company, Niles, IL
Advance Business Systems, Inc., Cockeysville, MD
G. E. Richards Graphic Supplies, Ellicott City, MD
Standard Graphics Mid Atlantic Corporation, Elkridge, MD

Responsible school or office: Office of Career and Technology

Contact Person: Rhonda Hoyman

Funding Source: Office of Career and Technology, Perkins Grant Fund

5. Contract: Office of Science – Elementary Curriculum Materials and Equipment
Contract #: JNI 733-04

Term: 1 year **Extensions:** 0 **Contract Ending Date:** 1/31/05 (tentative)
Estimated total award value: \$ 300,000

Description:

The Office of Purchasing requests approval to utilize a science program in the Title I elementary schools in which the focus for students will be to utilize a system of real-time investigative probes and sensors. To provide the proper curricular experience, the Office of Science wishes to purchase 16 Omega 200 compound cordless microscopes, 16 Omega 180 stereo microscopes and one Omega E-Vid color flex video camera for each Title I elementary school.

The microscopes and camera would be purchased utilizing a Prince George's County Public School bid, number 80-03,1/9/2004 1:51 PM of April 21, 2003, issued to Alpha & Omega Service Inc., of Beltsville, Maryland.

Recommendation:

Awards of contract are recommended to:

Alpha and Omega Service, Inc., Beltsville, MD

Responsible school or office: Office of Science
Contact Person: David Copenhaver
Funding Source: Grants for Title I

6. Contract: Office of Science – PreK-12 Curriculum Materials and Equipment
Bid #: JNI-732-04

Term: 1 year **Extensions:** 0 **Contract Ending Date:** 1/31/05 (tentative)
Estimated total award value: \$ 800,000

Bid issued: Sole-source
Pre-bid meeting date: NA
Bid due date: NA
No. of vendors issued to: NA
No. of bids received: NA
No. of no-bids received: NA
No. of non-responsive: NA

Description:

The Office of Purchasing requests approval of the sole-source procurement of a state-of-the-art data-acquisition software and hardware from Vernier Software and Technology Company. Data acquisition technology allows students to participate in the full spectrum of the scientific experience, from hypothesis to conclusion, by incorporating tools that reduce error and emphasize higher-order thinking skills. The experiments can be set up and run in a matter of minutes. Data are collected and graphed in real time, and data analysis is completed quickly. The time saved can be utilized to relate the data collected to scientific concepts under discussion during the lesson.

Vernier developed these materials and holds the copyrights. Other companies that we could buy from obtain their materials for this program from Vernier Software and Technology Company. The purchase contract of this software calls for the Vernier Software and Technology Company to join BCPS in supplying our initial writing teams with materials that meet our requirements and specifications and to offer a substantial discount on their products to enable us to carry out our mission. Curricular writing teams, grades 5-12, are presently being professionally developed to be able to construct lessons using the Vernier products. The Vernier company is also developing a special elementary interface device that we will field test along with the latest LabPro interface device, which we have utilized over the past two years. Vernier has made available to us the latest version of the Logger Pro software at no cost, and has offered us a site license for every school in our system. There are over 30 probes and sensors currently available to us, along with software and special manuals.

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.”

Superintendent's Rule 3209 paragraph 2. (A) Requires "All purchases of textbooks, computer software, and other materials are subject to the published procedures, authority, and scrutiny of the Office of Purchasing." Section 7-106 of the Education Article of the Annotated Code of Maryland, section 5-112 (b) (3) (ii) 1. states that 5-112 does not apply if the County Board determines in the written specification that a particular manufacturer's product is required to maintain compatibility of service or equipment. Under the Office of Purchasing procedure OP4002.4, 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. Since the Vernier Software and Technology Company holds the copyrights to this program and all other vendors are authorized resellers of the materials, this procurement, in the opinion of the Office of Purchasing, qualifies as sole-source procurement.

Recommendation:

Award of contract is recommended to:

Vernier Software and Technology Company, Beaverton, OR

Responsible school or office: Office of Science

Contact Person: Arnold Potler

Funding Source: Grants for Title II

7. Contract: Paper: Dual Purpose (Copy, Laser Printers & Duplicators)
BID #: JCO-413-04 (#04CM-50 Anne Arundel County Public Schools)

Term: 1 year **Extensions:** 0 **Contract Ending Date:** 12/31/04 (tentative)
Estimated total award value: \$939,147

Bid issued: October 29, 2003
Pre-bid meeting date: None
Bid due date: November 24, 2003
No. of vendors issued to: 5
No. of bids received: 5
No. of no-bids received: 0
No. of non-responsive: 0

Description:

The Baltimore Regional Council Purchasing Committee Public Schools' Group (BRCPC) held the first reverse auction for a public school system in Maryland on November 24, 2003. There were four participating school systems in the auction: Anne Arundel County, Baltimore County, Harford County, and Howard County. While the preparation work for the reverse auction took a little over a month to complete, the BRCPC reverse auction bidding took place in a single day, over a four-hour period. BRCPC issued the bid through Anne Arundel County Public Schools on October 29 and held the auction on November 24.

In a reverse auction, buyers and sellers swap roles. The sellers compete for the opportunity to supply a product or service (in this case paper) and as bids come in online the price comes down. A reverse auction allows the client (auction originator) to purchase supplies and/or raw materials at the lowest possible price without sacrificing quality. By putting these auctions online, buyers can streamline the process of collecting bids and deal with many sellers at once.

To ensure that the suppliers and/or buyers are of the highest quality, they were pre-qualified on or before November 20. For this (as well as any future auctions) BCPS started with our current vendors' list, and then proceeded to supplement that list with additional suppliers as they made their intentions known to BCPS. All suppliers were then subjected to an established pre-qualification process on the basis of the firm and products to be supplied.

Bidders (suppliers) were made aware of the specific delivery requirements prior to the date of the auction; therefore, when the auction began, vendors bid what they would charge to supply the commodity as specified. As the auction proceeded, the best price to BCPS is actually the lowest price, hence the name reverse auction. At the end of the auction, the final price is the lowest price at which the winning supplier will provide the material to us.

The solicitation was for 1,259,650 reams of Xerographic paper in several sizes and colors, valued at approximately \$2,345,663. BCPS required six types of 8 ½” x 11” paper (white, 38,000 cartons; white, 3-hole drilled, 8,400 cartons; blue, 1,550 cartons; canary, 2,300 cartons; green, 1,650 cartons; pink, 1,520 cartons) and 8 1/2” x 14, legal size, white, 160 cartons. Delivery is made to Distribution Services on an as-needed basis. Schools and offices requisition the paper as needed. BCPS accounted for 535,500 reams of the order valued at \$967,584.

Baltimore County’s final price was \$939,147 realizing an approximate 3 percent in savings with a dollar savings valued at \$28,437. We attribute the 3 percent savings to the effect of the actual reverse auction procurement method. Future reverse auctions will allow us an opportunity to reduce the cost of the supplies and materials we purchase by pitting all potential qualified suppliers against each other. With the power of the Internet, we can expand and qualify potential bidders from throughout the world, thus ensuring that we would get the most exposure possible in order to purchase supplies and materials at the lowest price.

Recommendation:

Award of contract is recommended to:

Xpedx, Hanover, MD

Responsible school or office:

Distribution Services

Contact Person:

Don Dent

Funding Source:

Operating budget for each individual school/office

8. Contract: Supplies Contract: Interior and Exterior Paint
Bid #: JMI-606-04

Term: 3 years **Extensions:** 0 **Contract Ending Date:** 12/31/06 (tentative)
Estimated annual award value: \$80,000
Estimated total award value: \$240,000

Bid issued: November 6, 2003
Pre-bid meeting date: November 20, 2003
Due Date: December 3, 2003
No. of vendors issued to: 15
No. of bids received: 6
No. of no-bids received: 0

Description:

The Office of Purchasing issued an indefinite-quantity contract for specified interior and exterior paint. All approved paints have been thoroughly evaluated by the Office of Maintenance's paint evaluation committee. The bidders offer a per-gallon price for their products that includes tinting, mixing, and delivery. BCPS' maintenance representatives will order the material on an as-needed basis for direct delivery or pickup.

Recommendation:

Awards of contract are recommended to:

Sherwin Williams Co., Cleveland, OH
Duron Paints & Wall, Beltsville, MD
INSL-X Products Corp./Bruning Paint Center, Baltimore, MD
M.A. Bruder and Sons, Inc., Broomall, PA

Responsible school or office: Division of Physical Facilities, Maintenance

Contact Person: Cornell Brown

Funding Source: Operating budget for Maintenance

9. Contract: Toro Groundsmaster 4000D
Bid #: JMI-632-04
(State of Maryland Multiple Award Contract for Mowers and Turf
Equipment, BPO NO: 001B4900365, Line #: 0005, State Item ID: 02065-
100000)

Term: one-time purchase **Extensions:** 0 **Contract Ending Date:** 11/20/04 (tentative)
Estimated total award value: \$79,000

Description:

The Office of Purchasing requests approval to utilize Maryland's state contract to purchase two Toro Groundsmaster 4000D commercial-grade, wide-area, mowers with accessories. The State of Maryland's contract price per unit is \$39,410. Price includes full service set up and delivery.

This is a one-year contract, issued by the State of Maryland, to allow participation by all local jurisdictions.

Recommendation:

Award of contract is recommended to:

Turf Equipment and Supply Company, Inc., Jessup, MD

Responsible school or office: Division of Physical Facilities, Grounds Services

Contact Person: Dennis Elkins or Roland Nickoles

Funding Source: Operating budget for Office of Grounds Services