

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: May 27, 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 27, 2003**

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

- 1. Contract:** Book Wholesaling/Recycling Services
Bid #: JCO-439-03

Term: 2 years **Extensions:** 0 **Contract Ending Date:** June 30, 2005 (tentative)
Estimated annual award value: \$60,000 (income)
Estimated total award value: \$120,000

Bid issued: March 27, 2003
Pre-bid meeting date: April 7, 2003
Bid due date: April 24, 2003
No. of vendors issued to: 5
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The bid specifications require the bidders to offer a fixed price per ton of withdrawn or recycled books. The trucking company will determine the weight of the books during their initial weigh-in after leaving Distribution Services. BCPS will get additional dollars when, and if, books can be wholesaled rather than recycled. This amount is not guaranteed and cannot be determined ahead of time. The award bidder will make this determination within 90 days from the pick-up of the books. The value of the contract is based upon historical data. The school will send books to Distribution Services for pick-up by the vendor. Books do not need to be sorted by the schools or Distribution Services.

Recommendation:

Award of contract is recommended to:

Budgetext, Inc., Fayetteville, AR

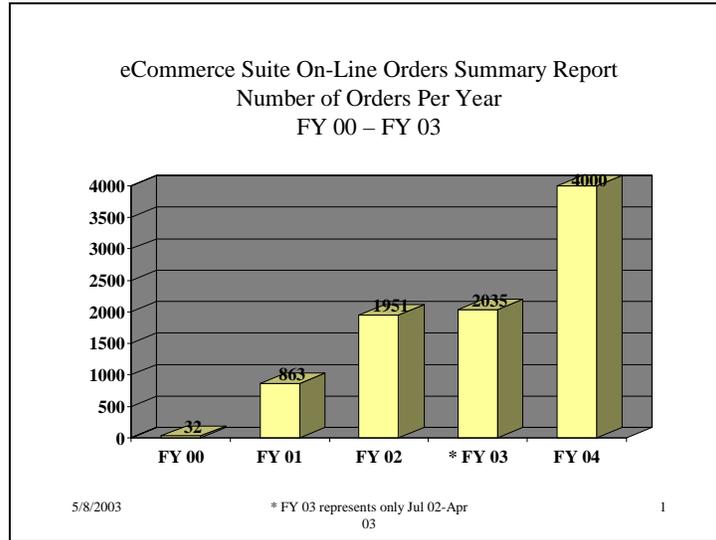
Responsible school or office: Distribution Services and Curriculum Offices

Contact Person: Don Dent

Funding Source: NA

2. eCatalog Contracts

The following 23 contracts for instructional supplies and equipment, textbooks, and instructional media represent our third year in developing an on-line electronic catalog for an electronic procurement system for schools and offices to use. In fiscal year 2001, our initial year, we implemented five supply eCatalogs (Art, Audio Visual, Library Media, Physical Education, and Science), which allowed schools and offices to electronically purchase goods valued at \$322,540. In fiscal year 2002, we added eight more catalogs to the eProcurement process (Art Photo, Family Studies, Music-Vocal, Music-Instrumental, Math, Unique Office Supplies, Technology Education, and Medical & First Aid). The addition of these eight new catalogs increased the total-dollar value in FY 2001 by over 52 percent. In the first nine months of FY 03, we have done almost as much purchasing as we did all of FY 02. We are projecting that by the end of FY 03 we will have processed over \$1 million in on-line transactions throughout BCPS. We are currently developing ten new on-line catalogs for this coming fiscal year (FY 04), listing all of our textbooks and instructional materials within our approved curriculum. This would be almost a third of the normal volume.



a. **Contract:** Art Photo Supplies
 Bid #: PCR-211-03

Term: 1 year **Extensions:** 1/1-year **Contract Ending Date:** 05/31/05 (tentative)
Estimated annual award Value: \$50,000
Estimated total award value: \$100,000

Bid issued: April 2, 2003
Pre-bid meeting date: NA
Due Date: April 23, 2003
No. of vendors issued to: 5
No. of bids received: 4
No. of no-bids received: 0

Description:

Contract awards consist of 200 items approved for school use.

Recommendation:

Award of contract is recommended to:

Atlantic Systems & Tech, Greenbelt, MD
Kunz, Inc., Baltimore, MD
Penn Camera, Beltsville, MD
Service Photo, Baltimore, MD

Responsible school or office: Art Office

Contact Person: Joyce Bucci

Funding Source: The operating budgets of the individual schools

b. Contract: Art Supplies
Bid #: PCR-212-03

Term: 1 year **Extensions:** 1/1-year **Contract Ending Date:** 05/31/05 (tentative)
Estimated annual award Value: \$425,000
Estimated total award value: \$850,000

Bid issued: April 2, 2003
Pre-bid meeting date: NA
Due Date: April 23, 2003
No. of vendors issued to: 4
No. of bids received: 4
No. of no-bids received: 0

Description:

Contract awards consist of 1600 items approved for school use.

Recommendation:

Award of contract is recommended to:

Claywork Supplies, Baltimore, MD
Sax Arts & Crafts, New Berlin, WI

Responsible school or office: Art Office

Contact Person: Joyce Bucci

Funding Source: The operating budgets of the individual schools

c. **Contract:** Audio-Visual Supplies
 Bid #: PCR-210-03

Term: 1 year **Extensions:** 1/1-year **Contract Ending Date:** 05/31/05 (tentative)
Estimated annual award Value: \$110,000
Estimated total award value: \$220,000

Bid issued: April 2, 2003
Pre-bid meeting date: NA
Due Date: April 23, 2003
No. of vendors issued to: 6
No. of bids received: 4
No. of no-bids received: 0

Description:

Contract awards consist of 40 items approved for school use.

Recommendation:

Award of contract is recommended to:

Kunz, Inc., Baltimore, MD
Landon Systems, Westminster, MD
Reliable Reproduction, Baltimore, MD
Nelson White Systems, Baltimore, MD

Responsible school or office: Library Information Services

Contact Person: Art Stritch

Funding Source: The operating budgets of the individual schools

d. Contract: Classroom/School Office Supplies
Bid #: JCO-425-03

Term: 1 year **Extensions:** 1/1-year **Contract Ending Date:** May 30, 2005 (tentative)
Estimated annual award value: \$190,000
Estimated total award value: \$380,000

Bid issued: March 27, 2003
Pre-bid meeting date: NA
Bid due date: April 24, 2003
No. of vendors issued to: 38
No. of bids received: 12
No. of no-bids received: 7
No. of non-responsive: 0

Description:

The bid specifications require the bidders to offer pricing for a variety of classroom and school office supplies (chalk, clay, masking tape, duplicating supplies, classroom paper) for all schools. The supplies are ordered on an as-needed basis for delivery directly to the schools.

Recommendations:

Award of contract is recommended to:

Duplicator Sales, Inc., Towson, MD
FKM Copier Products, Irvine, CA
KM2 Inc., Catonsville, MD
Rudolph's Office & Computer Supply, Inc., Baltimore, MD
School Specialty, Mansfield, OH

Responsible school or office: Office of Purchasing

Contact Person: Della Curtis and Arthur Stritch

Funding Source: The operating budgets of the individual schools

e. **Contract:** Elementary Instructional Media
 Bid #: JCO-440-03

Term: 1 year **Extensions:** 1/1-yr **Contract Ending Date:** 05/30/05 (tentative)
Estimated annual award value: \$157,000
Estimated total award value: \$314,000

Bid issued: April 3, 2003
Pre-bid meeting date: NA
Bid due date: May 8, 2003
No. of vendors issued to: 550
No. of bids received: 31
No. of no-bids received: 39
No. of non-responsive: 0

Description:

The bid specifications require the bidders to offer pricing for various elementary instructional media supplies for all elementary schools. The supplies are ordered on an as-needed basis for delivery directly to the schools.

Recommendations:

Award of contract is recommended to multiple vendors.

Responsible school or office: Office of Elementary Programs

Contact Person: Kathleen McMahan

Funding Source: The operating budgets of the individual schools

f. **Contract:** Elementary School Textbooks
 Bid #: JNI-723-03

Term: 1 year **Extensions:** 1/1-yr **Contract Ending Date:** May 31, 2005 (tentative)
Estimated annual award Value: \$762,000
Estimated total award value: \$1,524,000

Bid issued: April 16, 2003
Pre-bid meeting date: NA
Due Date: May 8, 2003
No. of vendors issued to: 550
No. of bids received: 37
No. of no-bids received: 54

Description:

The bid specifications allowed the bidders to offer pricing for 6,743 elementary school textbooks that are used in the curriculum. The textbooks are ordered on an as-needed basis by the individual schools or the various curricular offices.

Responsible school or office: Office of Elementary Programs

Contact Person: Kathleen McMahan

Funding Source: The operating budgets of the individual schools

g. Contract: Family Studies Supplies
Bid #: PCR-213-03

Term: 1 year **Extensions:** 1/1-year **Contract Ending Date:** 05/31/04 (tentative)
Estimated annual award Value: \$30,000
Estimated total award value: \$60,000

Bid issued: April 2, 2003
Pre-bid meeting date: NA
Due Date: April 23, 2003
No. of vendors issued to: 5
No. of bids received: 2
No. of no-bids received: 1

Description:

Contract awards consist of 220 items approved for school use.

Recommendation:

Award of contract is recommended to:

Jackman's, Inc., St. Louis, Mo
Sax Arts & Crafts, New Berlin, WI

Responsible school or office: Family Studies

Contact Person: Maggie Caples

Funding Source: The operating budgets of the individual schools

h. Contract: High School Textbooks
Bid #: JNI-725-03

Term: 1 year **Extensions:** 1/1-yr **Contract Ending Date:** May 31, 2005 (tentative)
Estimated annual award Value: \$481,000
Estimated total award value: \$962,000

Bid issued: April 16, 2003
Pre-bid meeting date: NA
Due Date: May 8, 2003
No. of vendors issued to: 550
No. of bids received: 45
No. of no-bids received: 50

Description:

The bid specifications allowed the bidders to offer pricing for 4,638 high school textbooks that are used in the curriculum. The textbooks are ordered on an as-needed basis by the individual schools or the various curricular offices.

Responsible school or office: Office of Secondary Programs

Contact Person: Gwendolyn Grant

Funding Source: The operating budgets of the individual schools

i. Contract: Instructional Materials for Technology Education 03-04
Bid #: JNI-708-03

Term: 1 year **Extensions:** 1/1-year **Contract Ending Date:** May 31, 2005 (tentative)
Estimated annual award Value: \$75,000
Estimated total award value: \$150,000

Bid issued: April 24, 2003
Pre-bid meeting date: NA
Due Date: April 15, 2003
No. of vendors issued to: 31
No. of bids received: 7
No. of no-bids received: 5

Description:

Middle and high schools utilize this contract to purchase instructional materials for the technology programs that students take in their instructional program.

Recommendation:

Award of contract is recommended to the following nine vendors:

Midwest Technology, Sioux City, IA
Print-O-Stat, York, PA
METCO, Leechburg, PA
Modern School Supplies, Bloomfield, CT
Industrial Arts Supply Co., St. Louis Park, MN
Mark Electronics, Beltsville MD
Pikesville Lumber Co., Baltimore, MD
Kelvin Electronics, Farmingdale, NY
Grainger Industrial Supply, Timonium, MD

Responsible school or office: Office Technology Education

Contact Person: Michael Shealey

Funding Source: The operating budgets of the individual schools

j. Contract: Interscholastic Athletic Supplies and Equipment
Bid #: JNI-709-03

Term: 1 year **Extensions:** 1/1-year **Contract Ending Date:** May 31, 2005 (tentative)
Estimated annual award Value: \$125,000
Estimated total award value: \$250,000

Bid issued: April 10, 2003
Pre-bid meeting date: NA
Due Date: April 29, 2003
No. of vendors issued to: 31
No. of bids received: 16
No. of no-bids received: 2

Description:

The various high school athletic departments utilize this contract to purchase the supplies and equipment necessary to provide interscholastic programs in Baltimore County.

Recommendation:

Award of contract is recommended to the following 16 companies:

Aluminum Athletic Equipment, West Conshohocken, PA
Anaconda Sports, Kingston, NY
Bachrach Rasin, Towson, MD
Bill Fritz, Apex, NC
DVF Sports, Williamsburg, VA
George-Sports, Lancaster, PA
H.L. Corporation, Manhattan Beach, CA
M.F. Athletics, Cranston, RI
Pioneer Manufacturing, Cleveland, OH
Riddell/All American, Elyria, OH
Spieth Anderson, Fort Worth, TX
Sports Supply Group, Jenkintown, PA
Sports Stop, Brooklandville, MD
Sportsman's, Johnston, PA
Sportmaster, Pittsburgh, PA
Micro Biomedics, Pelham, NY

Responsible school or office: Department of Athletics

Contact Person: Ronald Belinko

Funding Source: The operating budgets of individual high schools

k. Contract: Library Instructional Media
Bid #: JCO-422-03

Term 1 year **Extensions:** 1/1-year **Contract Ending Date:** May 30, 2005 (tentative)
Estimated annual award value: \$60,000
Estimated total award value: \$120,000

Bid issued: March 27, 2003
Pre-bid meeting date: NA
Bid due date: April 24, 2003
No. of vendors issued to: 30
No. of bids received: 10
No. of no-bids received: 4
No. of non-responsive: 2

Description:

The bid specifications require the bidders to offer pricing for a variety of library instructional materials (videos, media software, etc.) for all schools. The supplies are ordered on an as-needed basis for delivery directly to the schools.

Recommendations:

Award of contract is recommended to:

Guidance Associates, Inc., Mount Kisco, NY
Kunz, Inc., Baltimore, MD
New SVE, Inc., Chicago, IL
Weston Woods, Inc., Norwalk, CT

Responsible school or office: Library Information Systems

Contact Person: Della Curtis and Arthur Stritch

Funding Source: The operating budgets of the individual schools

I. Contract: Medications and First Aid Supplies and Equipment
Bid #: JNI-711-03

Term: 1 year **Extensions:** 1/1-year **Contract Ending Date:** May 31, 2005 (tentative)
Estimated annual award Value: \$100,000
Estimated total award value: \$200,000

Bid issued: April 3, 2003
Pre-bid meeting date: 0
Due Date: April 22, 2003
No. of vendors issued to: 26
No. of bids received: 9
No. of no-bids received: 1

Description:

All schools utilize this contract to purchase first aid materials and references for their nurses to provide services to students. The medications are purchased to support the health center programs in Baltimore County that are under the direction of the Office of Health Services.

Recommendation:

Award of contract is recommended to the following eight companies:

Armstrong Medical, Lincolnshire, IL
Gamma Medical, Frederick, MD
Home Aid Health Care, Santa Clarita, CA
Livingston, Stern & Associates, Santa Monica, CA
Micro-Biomedics, Pelham Manor, NY
William MacGill, Lombard IL
McKesson Medical, Elkridge, MD
Moore Medical, New Britian, CT

Responsible school or office: Office of Health Services

Contact Person: Michele Prumo

Funding Source: The operating budgets of the individual schools

m. Contract: Middle School Textbooks
Bid #: JNI-722-03

Term: 1 year **Extensions:** 1/1-yr **Contract Ending Date:** May 31, 2005 (tentative)
Estimated annual award Value: \$340,000
Estimated total award value: \$680,000

Bid issued: April 16, 2003
Pre-bid meeting date: NA
Due Date: May 8, 2003
No. of vendors issued to: 550
No. of bids received: 46
No. of no-bids received: 27

Description:

The bid specifications allowed the bidders to offer pricing for 2,418 middle school textbooks that are used in the curriculum. The textbooks are ordered on an as-needed basis by the individual schools or the various curricular offices.

Responsible school or office: Office of Secondary Programs

Contact Person: Gwendolyn Grant

Funding Source: The operating budgets of the individual schools

n. **Contract:** Music: Instrumental Supplies
 Bid #: JCO-423-03

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

Bid issued: March 27, 2003
Pre-bid meeting date: NA
Bid due date: April 24, 2003
No. of vendors issued to: 25
No. of bids received: 12
No. of no-bids received: 7
No. of non-responsive: 0

Description:

The bid specifications require the bidders to offer pricing for a variety of instrumental music supplies for all schools. The supplies are ordered on an as-needed basis for delivery directly to the schools.

Recommendations:

Award of contract is recommended to:

Music Is Elementary, Cleveland, OH
National Educational Music Company, Mountainside, NJ
Stu's Music Shop, Westminster, MD
Washington Music Center, Wheaton, MD
West Manor Music Inc., Bronx, NY

Responsible school or office: Office of Music

Contact Person: Jamie Tucker

Funding Source: The operating budgets of the individual schools

o. Contract: Music: Vocal Supplies
Bid #: JCO-424-03

Term: 1 year **Extensions:** 1/1-year **Contract Ending Date:** May 30, 2005 (tentative)

Estimated annual award value: \$20,000

Estimated total award value: \$40,000

Bid issued: March 27, 2003

Pre-bid meeting date: NA

Bid due date: April 24, 2003

No. of vendors issued to: 33

No. of bids received: 10

No. of no-bids received: 4

No. of non-responsive: 0

Description:

The bid specifications require the bidders to offer pricing for various vocal music supplies for all schools. The supplies are ordered on an as-needed basis for delivery directly to the schools.

Recommendations:

Award of contract is recommended to:

Kunz, Inc., Baltimore, MD
Music Is Elementary, Cleveland, OH
Music In Motion, Plano, TX
Stu's Music Shop, Westminster, MD
Washington Music Center, Wheaton, MD
Wenger Corporation, Owatonna, MN

Responsible school or office: Office of Music

Contact Person: Jamie Tucker

Funding Source: The operating budgets of the individual schools

p. Contract: Physical Education Supplies and Equipment
Bid #: JNI-712-03

Term: 1 year **Extensions:** 1/1-year **Contract Ending Date:** May 31, 2005 (tentative)
Estimated annual award Value: \$150,000
Estimated total award value: \$300,000

Bid issued: April 3, 2003
Pre-bid meeting date: NA
Due Date: April 22, 2003
No. of vendors issued to: 72
No. of bids received: 22
No. of no-bids received: 6

Description:

All school physical education departments utilize this contract to purchase the supplies and equipment necessary to provide the varied activities in the physical education program in Baltimore County.

Recommendation:

Award of contract is recommended to the following 16 companies:

Aluminum Athletic Equipment Co., West Conshohocken, PA
Bachrach Rasin Sporting Goods, Towson, MD
Bill Fritz, Apex, NC
Calico Industries, Annapolis Junction, MD
Fitness Equipment Solutions, Belcamp, MD
H.L. Corporation, Manhattan Beach, CA
George Sports, Lancaster, PA
MF Athletics, Cronston, RI
Pioneer Manufacturing, Cleveland, OH
Sportmaster, Pittsburgh, PA
Sportime International, Atlanta, GA
Tiffin Athletic Mats, Elkton, MD
Sportman's, Johnstown, PA
Sports Stop, Brooklandville, MD
Sports Supply Group, Jenkintown, PA
Micro-Bio Medics, Pelham Manor, NY

Responsible school or office: Office of Physical Education

Contact Person: Sarajane Quinn

Funding Source: The operating budgets of the individual schools

q. **Contract:** Science Supplies
 Bid #: PCR-214-03

Term: 1 year **Extensions:** 1/1-year **Contract Ending Date:** 05/31/05 (tentative)
Estimated annual award Value: \$250,000
Estimated total award value: \$500,000

Bid issued: April 2, 2003
Pre-bid meeting date: NA
Due Date: April 23, 2003
No. of vendors issued to: 17
No. of bids received: 14
No. of no-bids received: 0

Description:

Contract awards consist of 2,000 items approved for school use.

Recommendation:

Award of contract is recommended to:

Associated Microscope, Elon, NC
Benz Microscope, Ann Arbor, MI
Carolina Biological, Burlington, NC
Connecticut Valley Supply, Southampton, MA
D & H Distributing Co., Harrisburg, PA
Fisher Scientific, Hanover Park, IL
Frey Scientific, Mansfield, OH
Sargent Welch, Buffalo Grove, IL
Science Kit, Tonawanda, NY
Southern Scientific, McKenzie, TN
Ward's Natural Science, Rochester, NY

Responsible school or office: Science Office

Contact Person: Ron Barnes

Funding Source: The operating budgets of the individual schools

r. **Contract:** Secondary Instructional Media
 Bid #: JCO-441-03

Term: 1 year **Extensions:** 1/1-yr**Contract Ending Date:** May 30, 2005 (tentative)
Estimated annual award value: \$42,000
Estimated total award value: \$84,000

Bid issued: April 3, 2003
Pre-bid meeting date: NA
Bid due date: May 8, 2003
No. of vendors issued to: 550
No. of bids received: 40
No. of no-bids received: 41
No. of non-responsive: 0

Description:

The bid specifications require the bidders to offer pricing for various elementary instructional media supplies for all elementary schools. The supplies are ordered on an as-needed basis for delivery directly to the schools.

Recommendations:

Award of contract is recommended to multiple vendors

Responsible school or office: Office of Secondary Programs

Contact Person: Gwendolyn Grant

Funding Source: The operating budgets of the individual schools

s. **Contract:** Secondary Math Supplies
 Bid #: PCR-215-03

Term: 1 year **Extensions:** 1/1-year **Contract Ending Date:** 05/31/05 (tentative)
Estimated annual award Value: \$75,000
Estimated total award value: \$150,000

Bid issued: April 2, 2003
Pre-bid meeting date: NA
Due Date: April 23, 2003
No. of vendors issued to: 10
No. of bids received: 2
No. of no-bids received: 1

Description:

Contract awards consist of 140 items approved for school use.

Recommendation:

Award of contract is recommended to:

Kunz, Inc., Baltimore, MD
D & H Distributing, Harrisburg, PA

Responsible school or office: Math Office

Contact Person: Penelope Booth

Funding Source: The operating budgets of the individual schools

t. **Contract:** Special Education Instructional Media
 Bid #: JCO-441-03

Term: 1 year **Extensions:** 1/1-yr **Contract Ending Date:** May 30, 2005 (tentative)
Estimated annual award value: \$24,000
Estimated total award value: \$48,000

Bid issued: April 3, 2003
Pre-bid meeting date: NA
Bid due date: May 8, 2003
No. of vendors issued to: 550
No. of bids received: 22
No. of no-bids received: 58
No. of non-responsive: 0

Description:

The bid specifications require the bidders to offer pricing for various elementary instructional media supplies for all elementary schools. The supplies are ordered on an as-needed basis for delivery directly to the schools.

Recommendations:

Award of contract is recommended to multiple vendors

Responsible school or office: Office of Secondary Programs

Contact Person: Gwendolyn Grant

Funding Source: The operating budgets of the individual schools

u. Contract: Special Education School Textbooks
Bid #: JNI-724-03

Term: 1 year **Extensions:** 1/1-yr **Contract Ending Date:** May 31, 2005 (tentative)
Estimated annual award Value: \$25,000
Estimated total award value: \$50,000

Bid issued: April 16, 2003
Pre-bid meeting date: NA
Due Date: May 8, 2003
No. of vendors issued to: 550
No. of bids received: 20
No. of no-bids received: 53

Description:

The bid specifications allowed the bidders to offer pricing for 1,078 special education textbooks that are used in the curriculum. The textbooks are ordered on an as-needed basis by the individual schools or the various curricular offices.

Responsible school or office: Office of Special Education

Contact Person: Judith Glass

Funding Source: The operating budgets of the individual schools

3. Contract: Financing: Cars, Trucks, and School Buses
Bid #: JCO-435-03

Term: 5 year **Extensions:** 0 **Contract Ending Date:** July 30, 2007 (tentative)
Estimated total award value: \$5,557,445.49

Bid issued: April 3, 2003
Pre-bid meeting date: April 22, 2003
Bid due date: May 1, 2003
No. of vendors issued to: 26
No. of bids received: 8
No. of no-bids received: 1
No. of non-responsive: 1

Description:

A bid was issued to finance \$5,347,700 over a 63-month period for the purchase of replacement automobiles, trucks, and school buses.

The Division of Fiscal Services is recommending the award of contract to Sun Trust Bank, Baltimore, MD, with the APR of 2.03 percent for a total of \$5,557,445.49.

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 63 months. This financing arrangement has been coordinated with the Baltimore County Office 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 2003. 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. Lindsay A. Rader, Esq., of Funk & Bolton, P.A., Baltimore, MD, shall serve as special tax counsel for this transaction.

4. Contract: Printing: BEBCO Forms
Bid #: JCO-436-03

Term: 120 days **Extensions:** 0 **Contract Ending Date:** September 30, 2003 (tentative)
Estimated total award value: \$25,531

Bid issued: March 27, 2003
Pre-bid meeting date: NA
Bid due date: April 27, 2003
No. of vendors issued to: 19
No. of bids received: 12
No. of no-bids received: 2
No. of non-responsive: 0

Description:

The bid specifications require the bidders to offer pricing for the printing of various forms (i.e., P.E. Interim Report, PreK Progress Report, Interim Reports, Student Records, Interoffice Envelopes, etc.) used in the schools and offices. The BCPS Copy and Print Services cannot print these forms due to the construction of the documents, such as format, numbering, perforations, multiple colors, and envelopes that require string and button closures. The forms are kept in inventory at Distribution Services and ordered on an as-needed basis by the schools and offices.

Recommendations:

Award of contract is recommended to:

Forms Express, Inc. Gaithersburg, MD
Mendelsohn Printing and Graphics, Reisterstown, MD
Moore North America, Hunt Valley, MD
PS Graphics, Inc., Baltimore, MD
Regal Forms, Inc., Congers, NY
Talon Printing Resources, Baldwin, MD

Responsible school or office: Copy and Print Services

Contact Person: Don Dent

Funding Source: The operating budget of Copy and Print Services

5. Contract: Selection Process for Algebra II Textbooks for SY 03-04
Bid #: NA

Term: 3 years **Extensions:** 0 **Contract Ending Date:** April 28, 2006 (tentative)
Estimated total award value: \$546,848

Bid issued: NA
Pre-bid meeting date: NA
Due Date: NA
No. of vendors issued to: 6
No. of bids received: 4
No. of no-bids received: 0

Description:

The Department of Mathematics requests approval from the Board of Education to purchase approximately 8,000 volumes of *Glencoe Algebra 2* published by Glencoe/McGraw-Hill. The Algebra II textbook currently in use in all schools has a copyright date of 1993. The *Principles and Standards for School Mathematics*, published by the National Council of Teachers of Mathematics in 2000, guides mathematics programs for systems and state agencies throughout the United States. The document describes the content knowledge for mathematics, critical thinking skills, technology, and related pedagogy for K-12 students. In 2001, the Maryland State Department of Education published the *Bridge Goals*, a document that describes the expectations for all students entering Maryland colleges and universities, and revised the *Maryland Content Standards*. The decision to adopt a new textbook was based on the need to provide an updated text aligned with national, state, and local expectations. *Glencoe Algebra 2* has a copyright date of 2003, and Glencoe holds the copyright. Because it is copyrighted material, and the book is not available from any other source, the Office of Purchasing will purchase these materials under our sole-source guidelines. The 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." The Office of Purchasing Procedure OP4002.4 indicates 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. This book is not available from any other source.

The Office of Mathematics followed the selection process as established in Board Policy 6163.2 and Superintendent's Rule 6163.2. Beginning in 2000, the Office of Mathematics conducted a series of discussions with mathematic's leaders about revising Algebra II, and in October, 2002, surveyed the mathematic's chairmen about adding Honors Algebra II to the high school program to align the mathematics' offerings to those of English, Science, and Social Studies. In December, 2002, the Office of Mathematics appointed a study committee of master teachers from middle and high schools to define the content of Algebra II, Honors Algebra II, and Gifted and Talented Algebra II. The composition of

the study committee reflected representation for race, gender, geographic area of the county, teacher experience, and both comprehensive and magnet middle and high schools. The study committee examined the *Principles and Standards of School Mathematics*, *Maryland Content Standards* and *Bridge Goals*, and the *BCPS Essential Curriculum* to develop indicators for each of the three courses and identify evaluation criteria for new textbooks. The subject office invited all representatives of publishers of secondary mathematics' textbooks listed in the Educational Sales Representatives' Association of Maryland, District of Columbia, and Delaware Directory to present textbooks and ancillary materials for our consideration, and to participate in a one-year pilot program in six schools. The pilot program was established and conducted in accordance with Board Policy 6141.1.

The following textbooks were selected for evaluation in the pilot program. Two textbooks that did not meet the criteria were eliminated from participating in the pilot.

<i>Algebra 2</i>	Prentice Hall
<i>Glencoe Algebra 2</i>	Glencoe/McGraw-Hill
<i>Algebra 2 and Trigonometry</i>	McDougal Littell
<i>Algebra 2</i>	Holt Rinehart and Winston

The publishers supplied student texts, teacher's editions, and ancillary materials for the pilot. Two books were piloted in one class in a middle and high school. Two books were piloted in two high school classes. In July, 2003, the pilot teachers met to develop the scope and sequence, indicators, and timelines for each of the three Algebra II courses. Summative assessments were developed for ten units of study. Throughout 2002-2003, the pilot teachers implemented the planned course outlines and summative assessments and reported results to the subject office. Supervisory personnel visited pilot classrooms. One mid-year meeting was held to discuss teachers' perceptions of the materials, the progress of students, and the feasibility of the planned timelines.

In April, 2003, the study committee met to prepare a recommendation for adoption. The *State of Virginia Standards of Learning for Algebra II*, the original evaluation criteria, and summative assessment results were reviewed as part of the decision-making process. The pilot teachers voted unanimously to select the *Glencoe Algebra 2* text and ancillary materials. The teachers presented the new textbook and the selection rationale to all department chairmen on May 1, 2003. Instructions for ordering the new materials were provided by the Office of Mathematics.

The *Glencoe Algebra 2* was selected for a variety of reasons:

- It met all the established criteria, and was exceptional in some areas.
- The text matches the sequence and rigorous curriculum developed by the study group and subject office personnel for the standard, honors, and gifted and talented programs. The selection of one text provides flexibility as course enrollments change, and limits expenditures for instructional materials.

- The text includes differentiated problem sets and activities to address three levels of instruction, a variety of learning styles and preferences, and the anticipated increase in the number of students participating in the University of Maryland Completer program.
- The course materials contain standardized test items. This will become increasingly important as Algebra II skills will be assessed on the Scholastic Aptitude Test beginning in 2005.
- The program includes transparencies of algebraic models of visual and manipulatives for tactile learners.
- Technology and use of the Internet are woven into lessons with many online resources from the publisher.
- The program includes, for all teachers, a CD that contains the complete Teacher's Resource Kit, additional teaching suggestions, and supplementary activities to reinforce and extend the content.
- The program includes an interactive CD for students who wish for additional practice or challenge.
- The publisher has an agreement with *USA Today* to provide readings relevant to topics in Algebra II.
- Lessons include excellent models, reading and vocabulary strategies, and assistance in decoding symbols.

Recommendation:

Award of contract is recommended to Glencoe/McGraw-Hill Copyrighted Publisher of *Glencoe Algebra 2* at a cost of \$59.44 per volume, plus shipping and handling.

Responsible school or office: Office of Mathematics

Contact Person: Penny Booth

Funding Source: Operating Budget, and the operating budgets of the individual schools

6. **Contract:** Selection Process for Grade 11 US History Textbooks for School Year 03-04
Bid #: NA

Term: 5 year **Extension:** 0 **Contract Ending Date:** April 28, 2008 (tentative)
Estimated total award value: \$497,000

Bid issued: NA
Pre-bid meeting date: NA
Due Date: NA
No. of vendors issued to: 5
No. of bids received: 5
No. of no-bids received: 0

Description:

Contract: Grade 11 US History Book “The American Nation: The Modern Era”

In the 2003-2004 budget, the Office of Social Studies has been allocated redirected general funds to purchase Grade 11 U.S. History textbooks. We request approval from the Board of Education to purchase the selected text--*The American Nation: The Modern Era*, published by Holt, Rinehart and Winston. The book has a copyright date of 2003 and HRW holds the copyright. Because it is copyrighted material and the book is not available from any other source, the Office of Purchasing will purchase these materials under our sole-source guidelines. 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.” The Office of Purchasing Procedure OP4002.4 indicates 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.

The Office of Social Studies followed the selection process as established in Policy 6163.2 and Superintendent’s Rule 6163.2. The Office of Social Studies appointed a study committee in September, 2002, to define the content of the new program of study. The committee used this draft program of study to identify books for preview. Based upon our established criteria for quality and type of materials needed, we solicited five books and supporting materials from four vendors.

<i>America: Pathways to the Present</i>	Prentice Hall
<i>American History: Modern Era Since 1865</i>	Glencoe
<i>The Americans</i>	McDougal Littel
<i>The American Nation In the Modern Era</i>	Holt Rinehart and Winston
<i>American Republic Since 1877</i>	Glencoe

A textbook-selection committee was formed with a representative from each geographic area. The committee members received copies of each of the five books to use in planning and classroom instruction, and a criteria list to be completed on each book. The committee members were asked to compare the book content to the proposed program of study and the MDSE Core Learning Goals. The committee met to report their findings. We reviewed the completed criteria lists. Committee members were given a complete set of the ancillary materials that accompany the HRW text for field-test to ensure that the support materials also met the needs of the program and the previously established criteria. The committee met again to review and approve the ancillary materials.

The *American Nation In the Modern Era* was selected for a variety of reasons:

It met all the established criteria and was exceptional in some areas.

- The text presents U.S. History from a multicultural point of view.
- It makes good use of the Internet and provides guidance for student use.
- It makes adaptations for ESOL students.
- The program includes a CD with IEP modifications that will enable special education and inclusion teachers to differentiate in order to meet student needs.
- The text includes challenging readings and critical questions.
- The text contains activities engaging to students with sections such as "Teen life," "Then and Now" and "What's Your Opinion?"
- The publisher has a connection with CNN to provide current material.
- The program requires students and teachers to make use of technology.
- The book incorporates reading and vocabulary strategies into the body of the text.

Recommendation:

Award of contract is recommended to Holt, Rinehart and Winston, Copyrighted Publisher of the *American Nation In the Modern Era*, at a cost of \$58.80 per volume, plus shipping and handling

Responsible school or office: Office of Social Studies

Contact Person: Nancy Boyd

Funding Source: Operating Budget

7. **Contract:** Universal Virus Protection System for BCPS
Bid #: JNI-727-03

Term: 1 year **Extensions:** 1/1-year **Contract Ending Date:** July, 2005 (tentative)
Estimated annual award Value: \$65,000
Estimated total award value: \$133,900

Description:

The Board of Education approved the original purchase of the McAfee virus protection system for desktop computers and server installations on May 30, 2001. The University System of Maryland, Bowie, MD, extended the invitation to local education agencies to participate in a master agreement USMCS-2000-08 with ECS of Baltimore, MD. The contract is renewed on a yearly basis. Over one-half of the public school systems in Maryland participate in this program. The initial cost per computer is \$3.75, and the cost of continuing the program on the computers is \$2 per year, per computer. All purchases are made through the University System of Maryland (lead customer) to ECS, acting as the reseller on behalf of Network Associates Inc., Santa Clara, CA. The cost for the 2003-2004 school year for 4,200 new computers and 23,500 continuing contracts will be \$62,750. The estimated cost for 2004-2005 is \$71,150.

The virus protection is essential in our implementation of servers in schools and is an integral part of protecting email messages with the Outlook 2000. The contract provides full upgrades, access to technical support, and updates against new virus releases.

Recommendation:

Award of contract is recommended to:

The University System of Maryland, Bowie, MD

Responsible school or office: Department of Technology

Contact Person: Jack S. Nichols

Funding Source: The operating budget of the Department of Technology