



Keith Stewart, Director

## Prince George's County Public Schools

Louis Wilson Sr., Facilities Administration Building  
13300 Old Marlboro Pike, Room 20  
Upper Marlboro, MD 20772

### NOTICE OF CONTRACT AWARD

August 23, 2021

**CN Robinson Lighting Supply Co**  
4318 Washington Blvd  
Baltimore, MD 21227  
Contact: Sara Bulles  
Phone: 410-242-4172  
Email: [sara@cnrlight.com](mailto:sara@cnrlight.com)

**Donna Parks/DF**  
Telephone: 301.952.6560  
Fax: 301.952.6605  
Email: [donna.parks@pgcps.org](mailto:donna.parks@pgcps.org)

**SUBJECT: Rider Contract Harford County Public Schools RFQ# 20-005-JH – Fluorescent Bulb Recycling and Disposal - Expiration 2/28/2022 - Building Services**

**CN Robinson Lighting Supply Co** has been selected as the vendor to provide services in accordance with the above-mentioned **Rider Harford County Public Schools RFQ# 20-005-JH**. This contract sets-forth the terms and conditions and is provided for your review and acceptance. Any changes or additions made by your company must first be accepted by the Purchasing Division before the contract is valid.

The intent of this contract is to provide the Board with an expedited means of procuring supplies and/or services at the lowest cost. This contract is for the convenience of the Board and is considered by the Purchasing Department to be a "Non-Exclusive" use contract. The Board does not guarantee any usage. The Board will not be held to purchase any particular Brand, in any groups, prices or discount ranges, but reserves the right to purchase any item/items listed in the price schedule submitted.

Until the contract is signed by **CN Robinson Lighting Supply Co** and the BOARD, authorization for commence to service sites on behalf of the contract is forbidden. Please sign below and return all documents to the PURCHASING OFFICE within Ten (10) business days. Failure to sign the contract award and return all required documents within the specified time, shall rule your offer null and void and, therefore, award shall be made to the next low responsive bidder.

#### **PERFORMANCE/PAYMENT BOND - N/A**

A 100% Performance Bond and 100% Labor and Material Payment Bond or Certified Check in the amount of \$0.00 made in favor of the **BOARD OF EDUCATION OF PRINCE GEORGE'S COUNTY, UPPER MARLBORO, MARYLAND 20772-9983**, must be submitted to the PURCHASING OFFICE with the returned signed NOTICE OF AWARD WITHIN TEN (10) DAYS.

The bond, cashiers or certified check must be made in favor of the **BOARD OF EDUCATION OF PRINCE GEORGE'S COUNTY, UPPER MARLBORO, MARYLAND 20772-9983**.

#### **CONTRACT TERM**

The term of the contract will be from date of award through **February 28, 2022**.

#### **CONTRACT AWARD ESTIMATED AMOUNT**

The estimated amount of award is

**\$100,000.00**

**Harford County Public Schools RFQ# 20-005-JH**

**THIS NOTICE OF AWARD IS NOT AN ORDER TO COMMENCE SERVICE/WORK OR TO MAKE DELIVERIES** at this time. Commence service/work/deliveries only after receipt of a **Purchase Order** signed by the Purchasing Agent.

**INSURANCE**

A Certificate of Insurance, made in favor of the Board of Education of Prince George's County, Upper Marlboro, Maryland 20772-9983, must be submitted to the PURCHASING OFFICE with the returned signed NOTICE OF AWARD within ten (10) business days. The certificate should reference the Solicitation Number as shown herein. It will be the responsibility of the contractor to ensure that a current Certificate of Insurance is on file in the Purchasing Office during the entire period of the contract.

**LIQUIDATED DAMAGES/FAILURE TO PERFORM WORK**

The successful Awardee accepts this contract with the understanding that should they fail to complete the work in an acceptable manner and in the time stated, shall be subject to the payment of liquidated damages as stated in the solicitation documents.

**AVAILABILITY OF FUNDS**

The contract shall be deemed executory only to the extent of appropriations available to the BOARD for the purchase of such articles. The obligation of the BOARD on all contracts, including those which envision funding through current and successive fiscal years, shall be contingent upon actual Board appropriations for the fiscal year(s) involved.

**FINGERPRINTING AND CRIMINAL BACKGROUND CHECKS****Employees Having Direct Contact with Students:**

- a. Any and all current and future employees of Consultant who have direct contact with students must have a fingerprinting criminal background check conducted by the Maryland Criminal Justice Information System (CJIS) and the FBI, a Child Protective Services clearance conducted by the Prince George's County Department of Social Services, and complete the SafeSchools training module – Prince George's County Child Abuse: Mandatory Reporting and any other required training as appropriate.
- b. All background checks must be completed 15 business days prior to beginning work in and around PGCPs property or engaging in any authorized activities involving PGCPs students. The background checks must be completed by the Fingerprinting Office in the Sasscer Administrative Building or by the PGCPs satellite fingerprinting offices located in Prince George's County. No person may begin working in PGCPs until 15 days after completing the background clearance process (fingerprint and CPS) and required online training through SafeSchools.
- c. Prior to initiating any work at a school building, current and future employees of Consultant must sign in and sign out via the Raptor Visitor Management System, which requires a copy of their government issued identification.
- d. Pursuant to Md. Education Code Ann. §6-113.2 (Code), a contractor of a Board of Education who provides a services to a school or the students of a school shall meet the requirements set forth for screening its employees assigned to work at a school site to determine whether such employees have a history of child sexual abuse and/or sexual misconduct. Consultant shall be solely responsible for completing the screening set forth in the Code, shall maintain records of employee screenings, and shall make such records available to PGCPs upon request.

**Harford County Public Schools RFQ# 20-005-JH****RESTRICTIONS ON EMPLOYEE ASSIGNMENTS**

Vendors are prohibited from assigning the following persons from working at a PGCPs location:

- A. Registered sex offenders (Maryland Code, Criminal Procedure Article Section 11-722)
- B. Individuals convicted of a crime involving third or fourth degree sexual offense under sections 3-307 or 3-308 of the Criminal Law Article; child sexual abuse under Section 3-602 of the Criminal Law Article; a crime of violence as defined in Section 14-101 of the Criminal law Article; or comparable offenses in another state. (Annotated Code of Maryland, Education Article Section 6-113)
- C. Individuals identified as an alleged abuse or neglecter following completion of a Child Protective Services investigation with a finding of "indicated" child abuse or neglect.

**VENDOR RESPONSIBILITIES**

- A. The Vendor agrees to provide the designated PGCPs representative with a list of all current employees and an immediate update of changes in personnel, employees, contractors, subcontractors, agents, volunteers, outsourced temporary staff and any instructors. All correspondence should include the following information as applicable:
  - i. title of the project
  - ii. school/office
  - iii. solicitation number
  - iv. contract number; and
  - v. PGCPs representative/project manager

**PERSONALLY IDENTIFIABLE INFORMATION (PII)**

**Personally Identifiable Information** includes any information that can be associated with or traced to any individual, including an individual's name, address, telephone number, e-mail address, credit card information, social security number, or other similar specific factual information, regardless of the media on which such information is stored (e.g., on paper or electronically) and includes such information that is generated, collected, stored or obtained as part of this Agreement, including transactional and other data pertaining to users. The parties will comply with all applicable privacy and other laws and regulations relating to protection, collection, use, and distribution of Personally Identifiable Information. In no event may PII be sold or transferred to third parties, or otherwise provide third parties with access thereto. If there is a suspected or actual breach of security involving Personally Identifiable Information, the parties will notify each other within twenty-four (24) hours of a management-level employee becoming aware of such occurrence.

Harford County Public Schools RFQ# 20-005-JH

This notice of award, plus the solicitation, your offer and any pertinent documents will constitute the entire contract after acceptance by your firm and the BOARD. Please refer to Rider: Harford County Public Schools RFQ# 20-005-JH for all applicable terms and conditions.

ACCEPTED BY:

FOR THE FIRM:

FOR THE BOARD OF EDUCATION:

*Peter Gray*  
SIGNATURE

*8/23/2021*  
DATE

*Keith Stewart*  
SIGNATURE

Aug 25, 2021  
DATE

Peter Gray  
NAME

Keith Stewart  
NAME:

Vice President  
TITLE

Director of Purchasing & Supply Services  
TITLE

C.N. Robinson Lighting Supply Co./Inc.  
FIRM

FOR THE BOARD OF EDUCATION  
OF PRINCE GEORGE'S COUNTY  
UPPER MARLBORO, MARYLAND 20772

**CONTRACT PRICING**

*\*See Attached*

**RFQ #20-005-JH  
Fluorescent Bulb Recycling and Disposal**

**Amendment #1  
February 8, 2020**

This is Amendment #1 to the original contract document, RFQ #20-005-JH: Fluorescent Bulb Recycling and Disposal. The following is a change in pricing due to an increase from CN Robinson Lighting Co., Inc.'s recycling vendor, Veolia Environmental Services. In a letter dated January 28, 2021, the cost increase is due to the rising costs in the fuel surcharge (ESI) Energy, Security and Insurance surcharge, which will now be directly linked to the Department of Energy (DOE) National Average on diesel fuel and will fluctuate accordingly on a monthly basis. The price increase will take effect starting February 25, 2021.

Item #	Description	Unit	Original Unit Price	Price Increase Effective 2/25/21
1	1' Lamp	Each	\$0.08	\$0.082
2	2' Lamp	Each	\$0.15	\$0.155
3	3' Lamp	Each	\$0.23	\$0.237
4	4' Lamp	Each	\$0.30	\$0.309
5	6' Lamp	Each	\$0.45	\$0.464
6	8' Lamp	Each	\$0.60	\$0.619
7	Halogen	Each	\$0.18	\$0.186
8	High Intensity	Each	\$0.78	\$0.804
9	Flood Light	Each	\$0.18	\$0.186
10	Projector Bulbs	Each	\$2.50	\$2.577
11	Compact	Each	\$0.37	\$0.381
12	U-Bend	Each	\$0.40	\$0.412
13	Incandescent	Each	\$0.18	\$0.186
14	Circular	Each	\$0.40	\$0.412

Item #	Description	Unit	Original Unit Price	Price Increase Effective 2/25/21
15	Non-PCB Fluorescent Ballast Recycling	Each	\$1.10	\$1.146
16	Transportation	Per Trip	\$0.00	\$0.00
17	Empty Boxes	Per Box	\$2.50	\$2.58

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