

**BOARD OF EDUCATION OF HARFORD COUNTY**

**INFORMATIONAL REPORT**

**DECISION ON CONTRACT AWARD FOR PLEXIGLASS SHIELDS FOR  
STUDENT AND TEACHER DESKS**

**JANUARY 27, 2021**

Background Information:

On behalf of the schools throughout the Harford County Public School District, the Purchasing Department is requesting a decision to approve the purchase of plexiglass desk shields for student and teacher desks, utilizing Contract #004296 as solicited by Oakland County, Michigan and awarded to Office Depot located at 6600 North Military Trail, Boca Raton, FL 33496.

It is anticipated that the total annual expenditure will be in excess of \$100,000. This contract will be utilized on an as-needed basis.

Discussion:

The contract with Office Depot provides plexiglass desk shields for student and teacher desks, and mobile workstations. See chart below for details.

Plexiglass Desk Shields	Quantity	Cost
Student Desks	31,471 @ \$19.97 each	\$628,475.87
Teacher Desks	2,298 @ \$70.31 each	\$161,572.38
	Shipping/Delivery	\$ 89,150.00
	<b>TOTAL</b>	<b>\$879,198.25</b>

The Contract term for this agreement is three (3) years and may be renewed for two (2) year periods. This initial contract period ends on September 21, 2021.

The funding source for these products is Restricted Funds.

Superintendent's Recommendation:

The Superintendent of Schools recommends that the Board of Education accepts the recommendation made by the Purchasing Department and approves the piggyback Contract #004296 awarded to Office Depot in the amount of \$879,198.25.