

Department of Procurement
MONTGOMERY COUNTY PUBLIC SCHOOLS
45 West Gude Drive, Suite 3100
Rockville MD 20850

Invitation for Bid # 1142.9, Miscellaneous Business Forms

GENERAL CONDITIONS AND SPECIFICATIONS

GENERAL CONDITIONS

A. Intent

The specifications contained herein are intended to cover the furnishing and delivery of the of the specified scan and business form(s) to the Montgomery County Public Schools (MCPS), located in Montgomery County, Maryland,

B. Delivery

Delivery will be required within 15 days after receipt by the successful bidder(s) of a purchase order issued and signed by the director of the Department of Procurement. Due to the critical impact on the education of students and/or administrative services, delivery of proof and confirmation of vendor's ability to meet the scheduled delivery date shall be required within ten (10) days of receipt of purchase order. Vendors also must notify MCPS within 48 hours after receipt of purchase order of any unexpected delays that may occur subsequently to the above confirmation.

C. Contract Term

The term of the contract shall be for one year as stipulated on the Invitation for Bid. However, the contract may not begin until one day after approval by the MCPS Board of Education and will conclude as stated under the contract term. MCPS reserves the right to extend this contract at existing prices, terms and conditions for up to four additional one- year terms. Written notice indicating MCPS' intention to pursue the extension of the contract will be issued to the successful bidder(s) 90 days prior to the expiration of the original contract. The bidder(s) shall have 10 days from the date of notification to return the notice acknowledging intent to accept or reject the extension. Once all responses are evaluated, MCPS staff may make a recommendation to the MCPS Board of Education to extend the contract or to rebid. If the contract is extended by the MCPS Board of Education, a contract amendment will be issued.

D. Descriptive Literature

All bidders are required to furnish with their bid response literature properly bound and labeled showing full illustrations and detailed specifications on items bid even if bidding as specified. The literature and specifications are to be arranged and labeled according to item sequence. The literature shall be clearly marked with the bid number, item number, and company name. Bidders shall show manufacture's code and catalog number of the item offered. **Failure to submit marked descriptive literature may result in automatic disqualification.**

E. Interpretation of Specifications

The commodities listed are specified to meet minimum requirements. Therefore, bidders are

informed that they must provide the items in conformance to quality standards equal to the brand specified

F. Samples

Samples are required at time of bid opening on all items unless bidding the specified brand and model, or when noted on item specifications as "Sample Required". Samples shall be separate from the bid response. The outside of the sample package shall be marked "Samples" and identified with bid number affixed to packaging.

Samples shall be of sufficient quantity to allow thorough testing of the product and shall be packaged in the same manner as they will be packaged during the contract term. Each individual sample submitted shall bear the name of the bidder, item number, bid number and shall be carefully tagged or marked in a substantial manner. If samples are not properly marked, the samples may not be considered. (See Article XXIV of the General Stipulations and Instructions to Bidders). Samples are required prior to or at bid opening time and shall be separate from the bid response and shall be delivered to the Department of Procurement, 45 W.

Gude Drive, Suite 3100 Rockville, Maryland 20850

Failure to deliver samples as required may result in automatic disqualification.

G. Brand Names

The brand names and code or model numbers in the attached specifications are the exclusive brands desired and substitutions will not be considered at this time.

The detailed specifications for each item are offered as a point reference in order for bidders to Consider style, sizes, weight and similar characteristics.

In the brand column state the brand name, code or model number on each item being offered, even if bidding the specified brand. If a brand and code or model number is not shown your bid may not be considered.

Specifications descriptions that state "Only a specified brand will be considered" are brands that have been evaluated and tested for inclusion on this bid and are the only brands acceptable at this time. Other brands will be evaluated and tested by MCPS if materials are submitted at no cost to MCPS.

H. Deviations

All bids meeting the intent of the invitation will be considered for award. Bidders offering and quoting on substitutions or who are deviating from the terms, conditions, and/or specifications shall list such and explain fully on a separate sheet to be submitted with the bid. The absence of such a sheet shall indicate that the bidder has taken no exception and shall be held responsible for performing in accordance with the terms, conditions and specifications as stated herein.

I. Quantities

Quantities in this request are based upon prior usage and are subject to change and are dependent upon current requirements of MCPS and on budgetary limitations. However, MCPS shall not

be obligated to purchase any specific quantity. Orders will be placed from time to time throughout the contract term for delivery to individual locations.

J. Quotations

Bidders must specify any minimum order requirements for each product or combination of products with their bid submission. The bid price shall include processing and delivery of the specified product. No bidder will be allowed to offer more than one price on each item even though it may feel that it has two or more types that will meet specifications. Bidders must determine for themselves which to offer. If said bidder should submit more than one price on any item, all prices for that item will be rejected. However, this stipulation does not preclude the offering of new products that do not meet specifications in every respect from being offered as a separate item for consideration for future bids. Such product should be identified as a new product and a brief explanation written as a part of the offer detailing the advantages that can normally be expected of this product over the product specified.

A bidder may restrict its bid to consideration in the aggregate by so stating, but shall name a unit price on each item bid upon. Any bid in which the bidder names a total price for all the articles without quoting a price on each and every separate item may be considered informal. If there is any discrepancy between the unit cost and total cost, the unit cost shall prevail.

K. Warranty and Service

The supplier warrants the items delivered to be of the highest quality, complying with specifications and free from all defects whatsoever in workmanship and materials. The supplier agrees that any replacements and/or adjustments made necessary because of such defects will be made promptly without any cost to MCPS and to the satisfaction of MCPS.

Failure to submit written certification may result in automatic disqualification.

L. Emergency Purchases

MCPS reserves the right to make emergency purchases from other sources should the awarded bidder(s) be unable to furnish the item within the required time frame.

M. Provision for Price Adjustment

Unit prices quoted herein are subject to price adjustment downward in accordance with decreases in prices announced by the manufacturer of the subject item any time prior to the award. Recommendations for awards, however, shall be made based on the original bid submission only.

Subsequent to the award, the unit prices quoted herein may be subject to price adjustment upward or downward in accordance with increases and decreases announced by the manufacturer after the contract award. The successful bidder must notify the director(s) of the Department of Food and Nutrition Services and the Department of Procurement of any announced manufacturer's price reductions and give immediate benefit to MCPS in a proportionate amount.

Price increases will not be considered for the first 180 days of the contract. Thereafter, the successful bidder must submit a written request for price relief. The request for a price increase

shall include documentation from the manufacturer to verify the basis for such a request. MCPS reserves the right to accept or reject the request as may be determined to be in the best interest of MCPS. If the request for a price increase is approved, a contract amendment will be issued. Any orders received by the bidder prior to a request for a price increase shall be honored at the original contract price.

N. Special Conditions

1. Audit Provisions – MCPS shall have the right to examine the successful bidder(s) records pertaining to work performed under the contract to determine and verify their compliance with all contractual conditions. MCPS shall be granted access to such records at all reasonable times during the contract period and for three years thereafter.
2. Contingent Fee – The successful bidder (s) hereby represents that they have not retained anyone to solicit or secure this contract from MCPS upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for bona fide employees or bona fide established commercial selling agencies maintained by the person so representing for the purpose of securing business, or any attorney rendering professional legal services consistent with applicable canons of ethics.
3. Assignments – Neither this contract nor any interest therein nor claim there under shall be assigned or transferred by the successful bidder(s) except as expressly authorized in writing by MCPS and no contract shall be made by the successful bidder(s) with any other party for furnishing any of the work or services herein contracted for without the written approval of MCPS.
4. Disputes – Any dispute concerning a question of fact arising under this contract shall be disposed of by written agreement between the contractor and the contracting officer. Pending the final decision of a dispute hereunder, the contractor shall proceed diligently with the contract performance.

O. Customer References

Bidders shall provide three references with their bid submission. The references shall have company name, contact person, address and phone number of three current customers for which a contract for similar size and type of project has been provided. If the reference information is not accurate and MCPS cannot contact the person(s) named then your bid may not be considered. MCPS may request additional references.

Note: ALL BIDDERS must provide references, including bidders currently engaged in business with MCPS.

<u>Company Name and Address</u>	<u>Phone Number</u>	<u>Contact Person</u>	<u>Contract Number</u>
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1. _____
Email address _____
2. _____

Email address _____

3. _____

Email address _____

P. Invoicing

All invoices shall be submitted in duplicate and must be included with each delivery. The invoice shall contain the purchase order number and name of the authorized representative and location receiving the supplies. All invoices shall be numbered. To better serve you with fast payments, MCPS now offers Automated Clearing House (ACH) electronic payments and Single Use Accounts (SUA) payments. For payment inquiries of pending invoices after award and/or to obtain more information on ACH or SUA requirements email accountspayable@mcpsmd.org. (See Article XIII, Invoices of the General Stipulations and Instructions to Bidders).

Q. Submission of Bids

One original and one copy of the bid are requested. The cover page of each copy must be clearly marked original or copy. Bidders may wish to reproduce and retain an additional copy.

R. eMaryland Marketplace Advantage

Maryland law requires local and state agencies to post solicitations on eMaryland Marketplace Advantage. Registration with eMaryland Marketplace is free. It is recommended that any interested supplier register at <https://emma.maryland.gov/>, regardless of the award outcome for this procurement as it is a valuable resource for upcoming bid notifications for municipalities throughout Maryland.

S. Multi-Agency Participation

MCPS reserves the right to extend the terms and conditions of this solicitation to any and all other agencies within the state of Maryland as well as any other federal, state, municipal, county, or local governmental agency under the jurisdiction of the United States and its territories. This shall include but not be limited to private schools, parochial schools, non-public schools such as charter schools, special districts, intermediate units, non-profit agencies providing services on behalf of government, and/or state, community and/or private colleges/universities that required these goods, commodities and/or services. Use of this solicitation by other agencies may be dependent on special local/state requirements attached to and made a part of the solicitation at time of contracting.

The supplier/contractor agrees to notify the issuing agency of those entities that wish to use any contract resulting from this bid and will also provide usage information, which may be requested. A copy of the contract pricing and the bid requirements incorporated in this contract will be supplied to requesting agencies. Each participating jurisdiction or agency shall enter into its own contract with the Award Bidder(s) and this contract shall be binding only upon the principals signing such an agreement. Invoices shall be submitted “directly” to the ordering jurisdiction for each unit purchased. Disputes over the execution of any contract shall be the

responsibility of the participating jurisdiction or agency that entered into that contract. Disputes must be resolved solely between the participating agency and the Award Bidder. MCPS assumes no authority, liability, or obligation on behalf of any other public or non-public entity that may use any contract resulting from this bid. MCPS pricing is based on the specifications provided in this solicitation. A negative reply will not adversely affect consideration of your bid/proposal.

T. Award Criteria

1. Conformance to specifications
2. Ability to perform
3. Price
4. Past performance

U. Award

It is the intention to award this contract to the bidder(s) submitting the most favorable unit prices with consideration being given to any previous performance for the Board of Education as to

quality of service and acceptable merchandise, and with regard to the bidder(s) ability to perform should it be awarded the contract. Awards may be made to one successful bidder submitting the lowest aggregate quotation on items of a similar nature or on an individual item basis. However, the MCPS Board of Education reserves the right to make awards according to the best interests of the Board of Education of Montgomery County, Maryland. In addition, the Board reserves the right to remove or add additional items to the specifications as our requirements change, as well as, add suppliers throughout the contract term should a need arise that cannot be facilitated by an awarded supplier.

V. Addenda/Errata

Changes and addenda to a solicitation may occur prior to the solicitation opening date and time. It is the sole responsibility of the bidder to check the "Event Calendar" on the MCPS website, <http://www.montgomeryschoolsmd.org/departments/procurement> or contact..., Buyer, in the MCPS Department of Procurement at 240-740-75xx to verify whether addenda/errata have been issued. Failure to provide the signed acknowledgement of the addenda/errata may result in the bid being deemed non-responsive.

W. Inquiries

Inquiries regarding this solicitation must be submitted in writing to Tammy Lyles, Montgomery county Public Schools, Department of Procurement, 45 W. Gude Drive Suite 3100 Rockville, Maryland 20850 or email to tammy_m_jarman@mcpsmd.org and Procurement@mcpsmd.org. Questions shall be received No later than four business days prior to bid opening in order for the bidder to receive a reply prior to submitting its bid. The MCPS Board of Education will not be responsible for any oral or telephone explanation or interpretation. Bidder contact with any other MCPS employee regarding this solicitation until the contract is awarded by the MCPS Board of Education will be considered by MCPS as an attempt to obtain an unfair advantage and result in non-consideration of its bid. The Department of Procurement website is <http://www.montgomeryschoolsmd.org/departments/procurement>

X. Contractors' Obligation Regarding Criminal Records of Individuals Assigned to Work in MCPS Facilities N/A**I. Prohibition against assigning registered sex offenders and individuals convicted of sexual offenses, child sexual abuse, and other crimes of violence to MCPS contracts:**

Maryland Law requires that any person who enters into a contract with a county board of education "may not knowingly employ an individual to work at a school" if the individual is a registered sex offender. Under § 11-722 of the Criminal Procedure Article of the Maryland Code, an employer who violates this requirement is guilty of a misdemeanor and, if convicted, may be subject to up to five years imprisonment and/or a \$5000 fine.

Effective July 1, 2015, amendments to § 6-113 of the Education Article of the Maryland Code further require that a contractor or subcontractor for a local school system may not knowingly assign an employee to work on school premises with direct, unsupervised, and uncontrolled access to children, if the employee has been convicted of, or pled guilty or nolo contendere to, a crime involving:

- a) A sexual offense in the third or fourth degree under § 3-307 or § 3-308 of the Criminal Law Article of the Maryland Code or an offense under the laws of another state that would constitute an offense under § 3-307 or § 3-308 of the Criminal Law Article if committed in Maryland;
- b) Child sexual abuse under § 3-602 of the Criminal Law Article, or an offense under the laws of another state that would constitute child sexual abuse under § 3-602 of the Criminal Law Article if committed in Maryland; or
- c) A crime of violence as defined in § 14-101 of the Criminal Law Article, or an offense under the laws of another state that would be a violation of § 14-101 of the Criminal Law Article if committed in Maryland, including: (1) abduction; (2) arson in the first degree; (3) kidnapping; (4) manslaughter, except involuntary manslaughter; (5) mayhem; (6) maiming; (7) murder; (8) rape; (9) robbery; (10) carjacking; (11) armed carjacking; (12) sexual offense in the first degree; (13) sexual offense in the second degree; (14) use of a handgun in the commission of a felony or other crime of violence; (15) child abuse in the first degree; (16) sexual abuse of a minor; (17) an attempt to commit any of the crimes described in items (1) through (16) of this list; (18) continuing course of conduct with a child under § 3-315 of the Criminal Law Article; (19) assault in the first degree; (20) assault with intent to murder; (21) assault with intent to rape; (22) assault with intent to rob; (23) assault with intent to commit a sexual offense in the first degree; and (24) assault with intent to commit a sexual offense in the second degree.

Each contractor is required to submit, following award of a contract, documentation confirming that its direct employees and those of any subcontractors and/or independent contractors assigned to perform work in a MCPS school facility under the contract meet this obligation. Additionally, the contractor must confirm that it continues to meet this obligation on an annual basis and/or when there are changes in the work-force that the contractor and/or its subcontractors use to perform the work required by the contract.

Violation of this provision is a material breach of contract for which MCPS may take appropriate action up to and including termination of the contract.

II. Required criminal background check process for certain individuals in the contractor's workforce:

Under recent amendments to § 5-561 of the Family Law Article of the Maryland Code, each contractor and subcontractor shall require that any individuals in its work-force must undergo a criminal

background check, including fingerprinting, if the individuals will work in a MCPS school facility in circumstances where they have direct, unsupervised, and uncontrolled access to children. The term “work-force” in this and the preceding section refers to all of the contractor’s direct employees, subcontractors and their employees, and/or independent contractors and their employees that the contractor uses to perform the work required by the contract.

Fingerprinting for the criminal background check may be performed at any fingerprinting agency approved by the State of Maryland. A list of MCPS approved fingerprinting agencies can be found on the Department of Procurement website at <http://www.montgomeryschoolsmd.org/departments/procurement>.

The contractor must take appropriate steps to promptly follow up on information identified in the criminal background check related to the sexual offenses, child sexual abuse offenses, and crimes of violence enumerated above, as well as any information regarding offenses involving distribution of drugs or other controlled substances, or any other criminal information identified by MCPS as warranting further explanation insofar as it may significantly affect the safety and security of MCPS students. If, after following up, the contractor believes that the individual is qualified and should be assigned to work (or continue to work) in a MCPS school facility, then the contractor will provide a written summary to MCPS justifying its recommendation. MCPS will rely on the contractor’s summary to determine whether to accept the contractor’s recommendation, and the contractor will be responsible for any consequences of a material misrepresentation in its written summary.

Once the contract is awarded, the contractor is responsible for implementing the background check process. An individual in the contractor’s work-force may not begin work in a MCPS school facility on an assignment where the individual will have direct, unsupervised, and uncontrolled access to children, until: (a) the background check results for that individual have been received by MCPS; (b) the contractor certifies to MCPS that the individual has received training and/or reviewed informational materials, as appropriate, regarding recognizing, reporting, and preventing child abuse and neglect, consistent with the content provided in training for MCPS employees; and (c) the individual obtains a MCPS identification badge. The badge will be issued by the MCPS Department of Systemwide Safety and Emergency Management, 850 Hungerford Drive, Room 131, Rockville, MD 20850. Appointments are made by calling 301-279-3066. The contractor will be required to return all badges at the conclusion of the contract.

The criminal background check and badging process will be at the contractor’s expense.

Violation of this provision is a material breach of contract for which MCPS may take appropriate action up to and including termination of the contract.

Y. Work-Based Learning for Employer

In an effort to build a robust program to offer students work opportunities through apprenticeships and internships, MCPS partners with employers to find talented youth for high demand careers. MCPS trains and supports youth employees for your organization so you can help our talented youth move into careers that support your business.

Please acknowledge below your interest in partnering with MCPS and the [work-based learning program](#). If you are not interested in participating in this program, it **does not impact the award** of this bid favorably or negatively.

Yes, I am interested in partnering _____

If yes, please complete the information in the following link and someone will contact you with more information:

[MCPS Employer Interest Form](#)

No, I am not interested in partnering _____

II. SPECIAL REQUIREMENTS

Samples and Revisions

A sample for each item bid is required. Many forms will have information printed on them by a Xerox Nuvera 200 x 2. This list may be modified by adding or deleting forms based on MCPS' changing requirements during the contract term. The vendor will be required to provide any necessary assistance on the design of the forms and advise on required scanning application software to include integration of the scanner hardware and MCPS printing hardware (laser or impact). The vendor is required to have and provide evidence of reflected-light testing equipment at the forms manufacturing site to test the product. MCPS reserves the right to inspect the vendor's facilities to check compliance with quality control procedures that are in force and include climate-controlled environment, uniform interval testing of printed documents and quality control check lists.

III. DETAILED SPECIFICATIONS

A. Proof

Proof (not paper) with page markings shall be required on each item that is a new form from the awarded vendor(s) unless waived by the MCPS Department of Infrastructure and Operations. Proof must be mailed to: MCPS Department of Infrastructure and Operations, Attn: Kevin Beard, 45 West Gude Drive Suite LLC10, Rockville, Maryland 20850

B. Artwork

All camera ready artwork produced as a result of this solicitation will become the property of MCPS and is required to be sent to: MCPS Department of Infrastructure and Operations, Attn: Kevin Beard, 45 West Gude Drive Suite LLC10, Rockville, Maryland 20850

C. Form Tolerances

The forms manufacturer must guarantee the following tolerances for register and image size for guide edge:

- a. In relation to timing track and response positions: plus or minus 0.010 inches
- b. Printing color-to-color in relation to guide and read heads: plus or minus 0.010 inches
- c. Trim and printing combined: plus or minus 0.020 inches
- d. No tolerance is allowed for skewing (squareness of image on form)

Samples of paper should be examined at uniform intervals throughout the millrun to assure that the paper reflectance levels are consistent and that variations created during the mill blending process do not affect paper quality requirements.

D. MCPS Testing and Evaluation of Forms

1. Pre-contract Testing

All vendors responding to this request for bid shall submit samples of OMR based forms for pre-contract testing by MCPS at a date and time to be arranged. No award will be made to any offeror whose forms do not successfully complete the pre-award tests in MCPS' own processing environment. All forms for testing shall be sent to: MCPS, Attn: Anissa Black, Buyer I, 45 West Gude Drive Suite 3100, Rockville, Maryland 20850.

2. Contract Testing

The successful vendor shall provide one (1) full box of forms for testing at MCPS within one (1) week of receipt of a purchase order from MCPS. This shall occur prior to the delivery of the full order by the vendor. Forms for testing shall be sent to: MCPS, Attn: Kevin Beard, Computer Operations Manager, 45 West Gude Drive Suite LLC10, Rockville, Maryland 20850.

All deliveries must indicate the sequence in which each box of forms was printed so that random testing of forms may be done.

Vendor Initials/Date _____

E. Ink

Black inks must be printed dark enough to register a minimum level of 15.

Colored inks cannot exceed one read level above the paper test.

F. Paper

For purposes of handling, no single box/case/container shall exceed 60 pounds in weight. Any shipment that exceeds this requirement will be rejected and will require redelivery at the vendor(s) expense. It is desired, when possible, that the weight not exceed 45 pounds.

Paper product requirements for non-scan forms:

In some cases, specifications such as weight or size that are specified in individual form descriptions will be different.

Test samples representative of production lots shall conform to the following requirements using 98% conformance as determined by appropriate statistical techniques.

1. Basic Weight: 20 lbs.
2. Caliper (mils): 3.75
3. Stiffness (taber) MD: 1.7 min; CD: 9.7 min
4. Smoothness (Sheffield): 100 min/200 max
5. Moisture % by weight: 4.5%
6. Porosity (Gurley): 11 min
7. Brightness (% ref): 84%
8. Opacity (%): 85.5%
9. Wax Pick (Dennison): 12 min
10. Surface Resistivity (Keithly): 5x10⁹ ohm pr square
11. Acid Content: pH 5.5 min
12. 100% Chemical Wood Pulp
13. No Post-Consumer Waste Used to Manufacture Product