

THE BOARD OF EDUCATION OF MONTGOMERY COUNTY
MONTGOMERY COUNTY PUBLIC SCHOOLS
PROCUREMENT UNIT
45 West Gude Drive, Suite 3100
Rockville, MD 20850-9999
301-279-3123

May 21, 2019

INVITATION FOR BID
4107.5, Fire Alarm Monitoring

Bid Opening Time: 2:00PM

Bid Opening Date: June 10, 2019

NOTE: In the event of emergency closing of Board of Education offices, this bid will open at the same time on the next regular working day.

BIDS RECEIVED AFTER THE BID OPENING TIME AND DATE WILL NOT BE ACCEPTED.

COMPANY NAME: _____

1. Term of Contract: August 7, 2019 through August 6, 2020
2. Terms of Delivery: As Specified
3. Delivery Destination: Individual Location, Noted on Purchase Order
4. Bid Security Required: None
Bid Security must be made payable to Montgomery County Board of Education
5. Performance Bond Required: None
- 6a. Samples Required: ☐ Yes ☒ No
- 6b. Sample Delivery Requirements:
 - ☐ Deliver to the Procurement Unit
 - ☐ Deliver to Supply and Property Management
 - ☐ Deliver to the Food Service Warehouse
 - ☐ Other
- 6c. Sample Delivery Time:
 - ☐ Prior to bid opening
 - ☐ At time of bid opening
 - ☐ Subsequent to bid opening

NOTICE TO BIDDERS

The appropriate items below must be completed as part of the bid. Failure to comply may disqualify your bid. Type or print legibly in ink.

I. BIDDER INFORMATION: As appropriate, check and/or complete one of the items below.

- ☐ 1. Legal name (as shown on your income tax return) _____
- ☐ 2. Business Name (if different from above) _____
- ☐ 3. Tax Identification Number _____

A copy of your W-9 must be submitted with this bid response.

II. BIDDER'S CONTACT INFORMATION: This will be filed as your permanent contact information.

1. Company Name _____
2. Address _____
3. Bid Representative's Name _____
4. Phone Number(s)/Extension(s) _____
5. Fax Number _____
6. Email Address _____
7. Website _____

III. PURCHASE ORDER ADDRESS: Please complete if different from Bidder's Contact Information.

1. Purchase Order Address _____
2. Representative's Name _____
3. Phone Number (s)/Extension(s) _____
4. Fax Number _____
6. Email Address _____

IV. PROMPT PAYMENT DISCOUNT: MCPS may consider prompt payment discounts as part of the award process; however, the Board reserves the right to make awards according to the best interests of MCPS.

_____ Prompt payment discounts of less than twenty (20) days will not be considered.

V. PURCHASING CARD AND SUA PAYMENT PROGRAM: MCPS is currently utilizing a purchasing card and Single Use Accounts (SUA) payment program through JP Morgan MasterCard. Please check the appropriate box below.

☐ Yes, we accept MasterCard

☐ No, we do not accept MasterCard

Note: Beginning April 1, 2018, MCPS will no longer process check payments. To avoid payment delays after this change, all bidders that accept MasterCard are strongly encouraged to sign up to receive SUA payments upon being notified of an award. For bidders that do not accept MasterCard, the ACH payment method is also available. Please e-mail SUA@mcpsmd.org to register for SUA, or e-mail accountspayable@mcpsmd.org to

request ACH registration forms.

VI. PURCHASE ORDER PREFERENCE: Montgomery County Public Schools (MCPS) is in the process of issuing orders via Facsimile or US Mail. MCPS prefers facsimile. Please check your preference below.

☐ Facsimile ☐ US Mail ☐ Email ☐ EDI

VII. SLMBE (SMALL, LOCAL AND MINORITY BUSINESS ENTERPRISE): Check the appropriate box below.

☐ African American ☐ Asian American ☐ Hispanic ☐ Native American
☐ Female ☐ Disabled ☐ None

VIII. NON-DEBARMENT ACKNOWLEDGEMENT

_____ I acknowledge that my firm has NO pending litigation and/or debarment from doing business with the State of Maryland or any of its subordinate government units and/or federal government within the past five (5) years.

_____ I acknowledge that my firm has pending litigation or has been debarred from doing business with the State of Maryland or any of its subordinate government units and/or federal government, within the past five (5) years. (Attachment)

As the duly authorized representative of the applicant, I hereby certify that the above information is correct and that I will advise Montgomery County Public Schools should there be a change in status.

By (Signature) _____

Name and Title _____

Witness Name and Title _____

IX. BIDDER'S CERTIFICATION: Upon notification of award, this document in its entirety is the awarded vendors contract with MCPS. By signing below, the undersigned acknowledges that s/he is entering into a contract with MCPS.

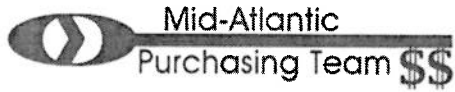
A. The undersigned proposes to furnish and deliver supplies, equipment, or services, in accordance with specifications and stipulations contained herein, and at the prices quoted. This certifies that this bid is made without any previous understanding, agreement or connection with any person, firm, or corporation making a bid for the same supplies, materials, or equipment, and is in all respects fair and without collusion or fraud.

B. I hereby certify that I am authorized to sign for the bidder. (Bidders are cautioned to read the material under Section XXVII, signature to Bids, and to comply with its stipulations.) I/We certify that none of this company's officers, directors, partners, or its employees have been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or federal government; and that no member of the Board of Education of the Montgomery County Public Schools, Administrative or Supervisory Personnel, or other employees of the Board of Education has any interest in the bidding company except as follows:

By (Signature) _____

Name and Title _____

Witness Name and Title _____



**Metropolitan Washington Council of Governments Rider Clause
Invitation For Bid 4107.5, Fire Alarm Monitoring**

USE OF CONTRACT(S) BY MEMBERS COMPRISING Mid –Atlantic Purchasing Team COMMITTEE

Extension to Other Jurisdictions

The [issuing jurisdiction] extends the resultant contract (s), including pricing, terms and conditions to the members of the Mid-Atlantic Purchasing Team, as well as all other public entities under the jurisdiction of the United States and its territories.

Inclusion of Governmental & Nonprofit Participants (Optional Clause)

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 good, commodities and/or services.

Notification and Reporting

The Contractor agrees to notify the issuing jurisdiction of those entities that wish to use any contract resulting from this solicitation and will also provide usage information, which may be requested. The Contractor will provide the copy of the solicitation and resultant contract documents to any requesting jurisdiction or entity.

Contract Agreement

Any jurisdiction or entity using the resultant contract (s) may enter into its own contract with the successful Contractor (s). There shall be no obligation on the party of any participating jurisdiction to use the resultant contract (s). Contracts entered into with a participating jurisdiction may contain general terms and conditions unique to that jurisdiction Including, by way of illustration and not limitation, clauses covering minority participation, non-discrimination, indemnification, naming the jurisdiction as an additional insured under any required Comprehensive General Liability policies, and venue.

**Metropolitan Washington Council of Governments Rider Clause
Invitation For Bid 4107.5, Fire Alarm Monitoring Cont.**

	Yes	No		Yes	No		Yes	No
Alexandria, Virginia			Gaithersburg, Maryland			Rockville, Maryland		
Alexandria Public Schools			Greenbelt, Maryland			Spotsylvania County		
Alexandria Sanitation Authority			Harford County			Spotsylvania County Gov & Schools		
Annapolis City			Harford County Schools			Stafford County, Virginia		
Anne Arundel County			Howard County			Takoma Park, Maryland		
Anne Arundel School			Howard County Schools			Upper Occoquan Service Authority		
Arlington County, Virginia			Herndon, Virginia			Vienna, Virginia		
Arlington County Public Schools			Leesburg, Virginia			Washington Metropolitan Area Transit Authority		
Baltimore City			London County, Virginia			Washington Suburban Sanitary Commission		
Baltimore County Schools			Loudoun County Public Schools			Winchester, Virginia		
Bladensburg, Maryland			Loudoun County Water Authority			Winchester Public Schools		
Bowie, Maryland			Manassas City Public Schools					
Carroll County			Manassas Park, Virginia					
Carroll County Schools			Maryland DGS Purchasing					
Charles County Government			Maryland-National Capital Park & Planning Commission					
City of Fredericksburg			Metropolitan Washington Airport Authority					
College Park, Maryland			Metropolitan Washington Council of Government					
District of Columbia Government			Montgomery College					
District of Columbia Water & Sewer Auth.			Montgomery County, Maryland					
District of Columbia Public Schools			Montgomery County Public School					
Fairfax, Virginia			Northern Virginia Community College					
Fairfax County, Virginia			Prince George's Community College					
Fairfax County Water Authority			Prince George's County, Maryland					
Falls Church, Virginia			Prince Georgia Public Schools					
Fauquier County Schools & Government			Prince William County, Virginia					
Frederick, Maryland			Prince William County Public Schools					
Frederick County, Maryland			Prince William County Service Author					

BIDDER'S AUTHORIZATION TO EXTEND CONTRACT:

MONTGOMERY COUNTY PUBLIC SCHOOLS

Procurement Unit

45 West Gude Drive, Suite 3100

Rockville, MD 20850-9999

General Stipulations and Instructions To Bidders

I. Invitation For Bid

The Board of Education of Montgomery County Maryland, herein after referred to as The Board of Education, will receive sealed proposals until the date and time indicated on the cover of the Invitation For Bid. Bids must be delivered to Montgomery County Public Schools, Procurement Unit, 45 West Gude Drive, Suite 3100, Rockville, Maryland 20850, and be received and stamped prior to the bid opening. Bids may be delivered in person, but delivery to the mailroom or lobby does not validate the time of receipt. The respondent shall assume full responsibility for timely delivery of the bid, whether by the U.S. Postal Service or by any other carrier. Bids received after the designated time for the receipt of solicitations will be returned unopened. Bids must be delivered in sealed opaque envelopes. Envelopes shall be clearly marked on the outside lower left corner with the bid number and bid opening date and time.

II. Intent

These specifications are intended to cover the furnishing and delivery of said materials, supplies, or services as hereinafter shown to any or to each of the various public schools, offices, or to any designated warehouse or warehouses in Montgomery County, Maryland, whichever is specified, in quantities to be determined subsequent to the bid opening.

III. Right To Cancel Or Reject Bids

- A. The Board of Education reserves the right to cancel any contract if, in its opinion, there is a failure at any time to perform adequately the stipulations of this Invitation For Bid, or if the general conditions and specifications which are attached and made part of this bid are not fulfilled, or if in any case there is any attempt to willfully impose upon the Board of Education materials or products or workmanship which are in the opinion of the Board of Education of an unacceptable quality. Any action taken in pursuance of this latter stipulation shall not affect or impair any rights or claims of the Board of Education to damages for the breach of any covenants of the contract by the contractor. The Board of Education also reserves the right to reject the bid of any bidder who has previously failed to perform adequately after having once been awarded a prior bid for furnishing materials or services similar in nature to those mentioned in this bid.
- B. The Board of Education reserves the right to reject any or all bids in whole or in part; to make partial awards; to waive any irregularity in any quotation; to increase or decrease quantities if quantities are listed in the bid; to reject any bid that shows any omissions, alterations of form, and additions, conditions, or alternate proposals not called for; and to make any such award as is deemed to be in the best interests of the Board of Education.
- C. All items furnished must be completely new and free from defects. No others will be accepted under the terms and intent of this bid.

IV. Right To Purchase In The Open Market

Should the contractor fail to comply with the conditions of this contract or fail to complete the required work within the time stipulated in the contract, The Board of Education reserves the right to purchase in the open market, or to complete the required work, at the expense of the contractor or by recourse to provisions of the faithful performance bond if such bond is required under the conditions of the bid.

V. Failure To Furnish Item(s)

Should the contractor fail to furnish any item or items, or to complete the required work included in this contract, The Board of Education reserves the right to withdraw such items or required work from the operation of this contract without incurring further liabilities on the part of the Board of Education.

VI. Employer Information Report EEO-1

The Board of Education requires that each successful bidder be liable for compliance with the provisions of Title VII of the Civil Rights Act of 1964. In order to fully comply with Title VII, a company must file Employer Information Report EEO-1 with the Joint Report Committee, 1800 G Street, NW, Washington, D.C. 20036. Only companies that fall within the following categories are required to file the Employer Information Report EEO-1:

The entire company has at least 100 employees on the payroll. The company is affiliated through centralized ownership and/or centralized management, and the group legally constitutes a single enterprise employing a total of 100 or more employees.

If your company has already filed an EEO-1 by virtue of supplying materials or services under Federal Government Contracts, it is necessary to submit only a copy of your most recent EEO-1 report to the Procurement Unit. If you are filing a report for the first time, send a copy of EEO-1 to the Procurement Unit. Please note that purchase orders will not be issued to companies that fall into the above categories until proof of EEO-1 reporting has been received.

VII. Preparation Of Bid

Bids must be submitted on the copy provided. Bidders may wish to reproduce and retain one copy for its files. Bids must be signed by an authorized representative of the company submitting a bid. It is the intent of this solicitation that should a given bid be accepted, it will automatically become the contract. Notification of the bid award will be made by letter. Bidders shall submit its bids and specifications on the appropriate specification sheets that show the schedule of items to be purchased. Bidders may attach a letter of explanation to its bid if it so desire.

Prices quoted shall not exceed the prices established under any governmental price control regulations. Bidders will be required if requested by The Board of Education, to furnish satisfactory evidence that they are qualified as manufacturers or dealers in the items listed and have a regularly established place of business. An inspection of any bidder's place of business may be made to determine the bidder's ability to perform.

VIII. Discounts

The Board of Education reserves the right to consider discounts in computing the bid.

A. Trade Discounts

All prices offered must be the lowest net price after trade discounts have been considered. Bids offering a percentage off list prices will not be accepted unless: (1) specifically requested in that manner; (2) two copies of the referenced price list accompany the bid.

B. Payment Discounts

Prompt payment discounts are solicited and will be treated as follows:

(1) Unless specifically stated otherwise, discounts offered which allow a minimum of twenty (20) days to qualify will be

deducted from prices offered in the bid for the purpose of determining the lowest price offered.

(2) Discounts offering less than twenty (20) calendar days will not be deducted from price offered for the purpose of determining the lowest price, but will be taken if payment is made within the discount period.

IX. "Or Equal" Interpretation

Unless the specifications and/or conditions state a specific brand and substitutions will not be considered, the Board of Education will consider other brands or the product of other manufacturers as long as the product meets the same specifications, standards, and quality of the material being solicited through the bid. On all such bids the bidder shall indicate clearly the product on which it is bidding and shall supply sufficient data on its own letterhead to enable an intelligent comparison to be made with the particular brand or manufacturer specified.

Whenever the specifications indicate a product of a particular manufacturer, model, or brand and in the absence of any written statement to the contrary by the bidder, the bid will be interpreted as being for the exact brand, model, or manufacturer specified, together with all accessories enumerated in the specifications.

X. Consideration of Prior Service

Awards on this bid will be made after consideration has been given to any previous performance for The Board of Education as to quality of service and/or merchandise and with regard to the bidder's ability to perform should it be awarded the bid.

XI. Delivery

The bidder agrees to furnish and deliver during the period of the contract the items and articles which may be awarded to the bidder in such amounts and quantities within the terms of the contract. **All Deliveries Must Be Prepaid FOB Destination, And In No Case Will Shipments Collect Or Sidewalk Deliveries Be Accepted.** Bidders shall uncrate, completely assemble, and set in designated place all equipment and furniture. All delivery cost shall be included in the bid unit price.

XII. Packing Slips And Delivery Tickets

All materials delivered on this contract shall be packed in a substantial manner in accordance with accepted trade practices. No charges may be made over and above the bid price for packaging or for deposits on containers. All deliveries shall be accompanied by delivery tickets or packing slips. Tickets shall contain the following information for each item delivered: the quantity, bid number, and the name of the contractor.

XIII. Invoices

Payment depends on receipt of a proper invoice and satisfactory contract performance. All invoices are to be transmitted to the Division of Controller at:

Division of Controller
45 West Gude Drive, Suite 3200
Rockville, MD 20850-9999

Every invoice must include the following information:

- A. Name and address of the contractor
- B. Taxpayer Identification number
- C. The purchase order number
- D. An invoice number
- E. Bid number if applicable
- F. The ship to address
- G. Line item description, quantity, unit of measure, unit price, and extended price as stated on the purchase order
- H. Shipping and payment terms if not a bid item

When a discount for payment is authorized and taken; it will be made to the contractor as close as possible to, but not later than,

the end of the discount period. Prices quoted shall not include federal excise or state sales and use taxes. Exemption certificates will be furnished upon request. Contractor inquiries concerning payment may be made to accountspayable@mcpsmd.org.

XIV. Bid Security

If bid security is required, it must be payable to: "Montgomery County Board of Education."

Such bid security will be returned to all except the successful bidder(s) within five business days after awards have been made. The bid security of the successful bidder(s) will be returned upon receipt of the performance bond if such bond is required under the terms of the award. If no award is made within 60 days after the date of the opening of the bids, bid security will be returned to any bidder upon demand of the bidder at any time after the 60-day period so long as it have not been notified of the acceptance of its bid. Written notification of the acceptance of any bid will be made to the successful bidder(s).

XV. Performance Bonds

If required, the successful bidder or bidders on this bid must furnish a performance bond in the amount indicated in the bid document, made out to Montgomery County Board of Education and prepared on an approved performance bond form as security for the faithful performance of its contract. The performance bond shall be submitted within ten business days of the notification that the bid has been awarded. The surety thereon must be such surety company or companies as are acceptable to The Board of Education and as are authorized to transact business in the State of Maryland. Attorneys in fact who sign bid bonds must file with each bond a certified copy of its power of attorney to sign said bonds. Should the bidder fail or refuse to furnish the required performance bond within ten business days after notification the bidder shall pay to The Board of Education as liquidated damages for such failure or refusal an amount in cash equal to the security deposited with its bid.

XVI. Provision For Municipal Offices

Each bidder agrees when submitting its bid that it will make available to every office and department of the Montgomery County Government the bid prices submitted on this bid should any such department or office wish to take advantage of the bid prices submitted to The Board of Education.

XVII. Product Testing During Time of Contract

Material delivered on any contract resulting from this Invitation For Bid may be tested for compliance with the specification stipulated herein. Any shipment failing to fully meet or comply with the specification requirements will be promptly rejected.

The cost of testing a representative sample of an order or shipment for acceptance shall be borne by the Board of Education except if the order or shipment is rejected for failure to meet the requirements of the specification. In case of failure to meet the requirements of the specification the cost of testing will be charged to the contractor.

XVIII. Safety Standards

All work performed and all items supplied shall be in compliance with applicable federal and state safety standards. (OSHA-MOSHA). Material Safety Data Sheets shall be included in all shipments.

XIX. General Guaranty

The contractor agrees to:

- A. Save the Board of Education, its agents, and employees harmless from liability of any nature or any kind for the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article, or appliance furnished or used in the performance of the contract

of which the contractor is not patented assignee, licensee, or owner.

- B. Protect the Board of Education against latent defective material or workmanship and to repair or replace any damages or marring occasioned in transit or delivery.
- C. Furnish adequate protection against damage to all work and to repair damages of any kind, to the building or equipment, to its own work or to the work of the contractors for which it or its workers are responsible.
- D. Pay for all permits, licenses, and fees and give all notices and comply with all laws, ordinances, rules, and regulations of the Board of Education and of the State of Maryland.

XX. Indemnity

The contractor shall indemnify, keep, and save harmless the Board of Education, its agents, officials, and employees against all injuries, death, loss, damages, claims, patent claims, suits, liabilities, judgments, costs and expenses, which may in any way occur against them in consequence of the granting of this contract or which may in any way result therefrom, whether or not it shall be alleged or determined that the act was caused through negligence or omission of the contractor or its employees, except to the extent of the negligence of the Board of Education, its agents, officials and employees. The contractor shall, at its own expense, appear, defend, and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith; and if any judgment shall be rendered against the Board of Education in any such action based on the actions and/or negligence of the contractor, its agents and employees, the contractor shall at its own expense satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by the contractor, shall in no way limit the responsibility to indemnify, keep, and save harmless and defend the Board of Education as herein provided.

XXI. Insurance

The contractor shall maintain Comprehensive Business Insurance for protection from claims under the Workmen's Compensation Act, claims for damage because of bodily injury, death, or property damage to others, including employees of the Board of Education; and claims for damages arising out of the operation of motor vehicles, which may arise during the performance of the contract whether caused by the contractor or by any subcontractor or anyone directly or indirectly employed by either of them. The contractor shall also maintain product liability insurance. The aforementioned insurance shall cover the duration of the contract period, including all periods of the time and all places where work is performed under an expressed or implied warranty. The limits of such liability insurance for each occurrence shall be equal to or greater than \$500,000 for Bodily Injury and \$100,000 for Property Damage. The certificate on the insurance, indicating coverage for the term of the contract, shall be made in favor and provided to The Board of Education prior to commencement of the contract. A company duly licensed by the Maryland Insurance Commissioner and qualified to sell insurance in Maryland shall issue all insurance policies.

XXII. Inspection Of Premises

Before submitting a bid for any construction or installation work in any building or on the premises of the Board of Education, the bidder should carefully examine the premises and upon submitting its bid will be considered to have examined the premises, building, or buildings where the work is to be done. For any work or installation requiring the use of labor, the successful bidder before starting work must provide sufficient evidence of insurance showing that it is adequately covered for Workmen's Compensation and Public Liability insurance.

XXIII. Patents

The contractor shall hold and save the Board of Education, its officers, agents, servants, and employees harmless from liability of any nature or kind, including costs and expenses for or on account of any patented or unpatented inventions, articles, process, or appliance manufactured or used in performance of this contract including its use by Montgomery County, unless otherwise specifically stipulated in this contract.

XXIV. Samples And Catalog Cuts

A. Requirements and Delivery

Sample requirements and sample delivery stipulations are indicated in the bid document. Further details concerning samples may also be indicated in the detailed specification portion of the invitation. Bidders shall make all arrangements for delivery of samples to location indicated.

B. Sample Identification

All sample packages shall be marked "Samples" and each sample shall bear the name of the bidder, item number, and bid number and shall be carefully tagged or marked in a substantial manner. Failure of the bidder to clearly identify samples as indicated may be considered sufficient reason for rejection of its bid.

C. Testing or Comparing Samples

Samples are requested for the purpose of testing or comparing with detailed specifications. Therefore, The Board of Education reserves the right to retain or destroy the articles or materials submitted as samples for the purpose of testing. Accordingly, The Board of Education shall be free from any change or claim on the part of the bidder or contractor if any articles or materials furnished as samples are lost or destroyed. Materials such as food may be tested from the raw, uncooked, baked, or canned sample being submitted at the time of bid opening or subsequent to bid opening. Food tests shall consider specification factors such as contents, weight, size, taste, texture, appearance, uniformity of color, and defects, if any.

D. Retention and Removal of Samples

The samples submitted by bidders on items on which it have received an award will be retained by The Board of Education until the delivery of contracted items is completed and accepted. Bidders whose samples are retained will be notified when its samples may be removed. Samples on which bidders are unsuccessful must be removed as soon as possible but not more than 15 calendar days after notification that the award has been made by The Board of Education. The Board of Education will not be responsible for such samples if not removed by the bidder within 15 calendar days after the notification of award has been made.

E. Sample Quantities

Samples are required in the exact packaging and size as stated in the item description unless otherwise indicated in the bid document or it is determined that a smaller quantity is sufficient for adequate testing.

F. Descriptive Literature

All bidders are required to furnish with the bid proposal a brochure, properly bound and labeled, showing full illustrations and specifications on each item offered, if bidding other than specified; or if specifically requested. These cuts and specifications are to be arranged and labeled with the item number in the same sequence as the items appear in the specifications and attached on separate pages of a brochure. The cover of the brochure shall contain:

1. Vendor's name, address, and phone number
2. Bid number

XXV. Time of Completion

The Board of Education reserves the right to revise the starting and completion dates for delivery and installation of equipment to new schools and additions as stated below if the bid is wholly or in part for the furnishing of new schools and additions to existing buildings. At least 60 days prior to the date scheduled for delivery and installation for each project, the Board of Education will notify the contractor whether or not any change will be required in the dates for

the beginning and completion of delivery. The right is reserved to specify beginning dates and completion dates two weeks earlier than listed above or to postpone the beginning and completion dates for not more than 30 days later than the dates as listed. These changes in delivery dates, if any, for new schools and additions to older buildings will be applicable to individual projects as specified and not to all projects as a whole. The estimated dates on which deliveries may be begun and which time deliveries and installations must be completed have been estimated as carefully as possible; and if any change is required by circumstances beyond the control of the Board of Education, the revised delivery dates as established by the procedures outlined immediately above will become the definite schedule for completion of the contract as if it had been set in the original schedule as outlined.

XXVI. Guarantee

The contractor shall unconditionally guarantee the materials and workmanship on all equipment furnished by it for a period of one year from date of acceptance of the items delivered and installed. If, within the guarantee period, any defects or signs of deterioration are noted which in the opinion of The Board of Education are due to faulty design and installation, workmanship, or materials, upon ratification, the contractor, at its expense, shall repair or adjust the equipment or parts to correct the condition: or it shall replace the part or entire unit to the complete satisfaction of the Board of Education. These repairs, replacements, or adjustments shall be made only at such times as will be designated by the Board of Education as least detrimental to the instructional programs.

XXVII. Signature To Bids

Each bid must show the full business address and telephone number of the bidder and be signed by the person or persons legally authorized to sign contracts. All correspondence concerning the bid and contract, including Notice of Award, Copy of Contract, and Purchase Order, will be mailed or delivered to the address shown on the bid in the absence of written instructions from the bidder or contractor to the contrary. Bids by partnerships must be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing, who shall also state the names of individuals composing the partnership. Bids by corporations must be signed with the name of the corporation, followed by the signature and designation of the officer having authority to sign. When required, satisfactory evidence of authority of the officer signing in behalf of the corporation shall be furnished. Anyone signing the bid as agent shall file satisfactory evidence of its authority to do so.

XXVIII. Errors In Bids

Bidders, or its authorized representatives, are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting bids; failure to do so will be at the bidder's own risk and the bidder cannot secure relief on the plea of error. Neither law nor regulations make allowance for errors either of omission or commission on the part of the bidders.

XXIX. Resolution and Disputes

Bidders who have any concerns regarding the recommended awards of this solicitation should promptly contact the buyer in the Procurement Unit before the scheduled Board action. Any concerns that cannot be resolved informally with the buyer should be addressed to the senior buyer of the Procurement Unit. The senior buyer of the Procurement Unit shall attempt to resolve, informally, all protests or complaints regarding bid award recommendations. Any formal protest must be filed with the senior buyer of the Procurement Unit within seven (7) calendar days of the date of the pre-award notice.

XXX. Inquiries

Should any bidder have any question as to the intent or meaning of any part of this bid, it must contact the undersigned to receive a written reply before submitting its bid. Inquiries must be submitted in writing no later than four business days prior to bid opening date.



Eugenia S. Dawson
Acting Director, Department of Materials Management

**MONTGOMERY COUNTY PUBLIC SCHOOLS
PROCUREMENT UNIT
45 West Gude Drive, Suite 3100
Rockville, MD 20850-9999**

SPECIAL INSTRUCTIONS TO VENDORS FOR MAILING BIDS

Bids must be delivered in sealed, opaque envelopes, and labeled clearly as follows:

SAMPLE BID RESPONSE ENVELOPE

(Return Address)

BID ENVELOPE

TO BE DELIVERED TO

**Procurement Unit
MONTGOMERY COUNTY PUBLIC SCHOOLS
45 West Gude Drive, Suite 3100
Rockville, MD 20850-9999**

**BID NO. _____
BID NAME _____
OPENING DATE _____
OPENING TIME _____**

Vendor name and address must appear on the upper left hand corner of the bid envelope.
The specific bid number, opening date, and time must appear in the lower left hand corner of the bid envelope.
It is suggested that vendors utilize a tracking service to insure prompt delivery.

**Department of Materials Management
Procurement Unit
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland**

**Invitation For Bid #4107.5/DKA
Fire Alarm Monitoring**

GENERAL CONDITIONS

A. Intent

The specifications contained herein are intended to accomplish the fire alarm monitoring for approximately 240 Montgomery County Public Schools (MCPS) educational facilities by an Underwriter's Laboratories (UL) certified alarm-monitoring company. This company shall meet all the standards and conditions set forth in the current Underwriter's Laboratories, Inc. Standard for Safety, UL-827.

B. Background

The MCPS educational facilities include approximately 134 elementary schools, 40 middle schools, 25 high schools, 29 special schools and programs. Several new schools are planned, as well as on-going school modernizations and additions.

All MCPS facilities are equipped with fire alarm systems and UL compliant dialers. These fire alarm systems range from older, hard wire, relay type to state-of-the-art addressable panels. Currently all fire alarm panels report trouble or fire activation to a UL Certified Central Alarm Monitoring Station.

Attachment I includes a list of facilities to be monitored (approximately 228 locations).

C. Pre-bid site inspection

1. **The bidders are encouraged to make site inspections of as many MCPS facilities as they deem necessary, to familiarize themselves with the facilities, to verify equipment inventory and/or to review existing conditions. A list of available inventory information is included under APPENDIX A herein.**
2. **The bidder must report to the main office to contact the Building Service Manager prior to inspection.**
3. The bidder shall carefully review these specifications before submitting their bid. Should any errors, discrepancies, or omissions be found, the bidder shall notify MCPS in writing prior to submission of their bid. When the bid has been submitted and received, it shall be understood that the bidder is aware of the needs and conditions under which the work is to be accomplished including, but not limited to, all work and equipment required to satisfy any and all laws, codes, regulations, etc., that are applicable. The bidder shall submit a **written report** to Ms. Deborah Ashcom, Buyer I, Procurement Unit, immediately upon identifying any condition, which might prevent performance of the work in the manner intended. **Failure to do so will not relieve the**

successful bidder of the obligation to furnish all materials and labor necessary to fully carry out the provisions of the contract documents.

D. Awards

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 vendor 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.*

E. Contract Term

The term of 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 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 three 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) will have 10 days from the date of notification to return the notice acknowledging its intent to accept or reject the extension. Once the response is evaluated, MCPS staff may make a recommendation to the Board of Education to extend the contract or decide to rebid. If the contract is extended by the Board of Education a contract amendment will be issued.

F. Provision For Price Adjustment

Prices quoted are to be firm for one year after the start of the fire alarm monitoring system contract. A request for price adjustment is subject to approval or rejection by the director of the Department of Materials Management. A request for price adjustment from a contractor will not be approved unless the contractor submits to MCPS sufficient justification to support the contractor's request. A request for price adjustment may not be approved which exceeds the amount of the annual percentage change of the Consumer Price Index (CPI) for 12 month period immediately prior to the date of the request. The request shall be based upon the CPI for all urban consumers issued for the Washington, D.C. Metropolitan Area by the United States Department of Labor. A price adjustment may only be approved prospectively by a written contract amendment executed by the director of the Department of Materials Management.

G. Invoicing

The contractor shall submit an itemized invoice in duplicate, one copy to the MCPS, Department of School Safety and Security for approval, Attn: Edward Clarke, 850 Hungerford Dr., Room 207, Rockville, MD 20850 and one copy to the MCPS, Division of

Controller, 45 West Gude Drive, Suite 3200, Rockville, MD 20855. **All invoices and proposals shall identify pertinent information such as purchase order number and description of services.**

H. Deviations

All bids, meeting the intent of the invitation, will be considered for award. Bidders who are deviating from the terms, conditions, and/or specifications shall list such and explain fully on a separate sheet to be submitted with their 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. Insurance

The contractor shall maintain Comprehensive Business insurance for protection from claims under the Workmen's Compensation Act, claims for damages because of bodily injury, death, or property damage to others, including employees of the Board of Education; and claims for damages arising out of the operation of motor vehicles, which may arise during the performance of the contract whether caused by the contractor or by any subcontractor or anyone directly or indirectly employed by either of them. The contractor shall also maintain product liability insurance. The aforementioned insurance shall cover the duration of the contract period, including all periods of the time and all places where work is performed under an expressed or implied warranty. The limits of such liability insurance for each occurrence shall be equal to or greater than \$500,000 for Bodily Injury and \$100,000 for Property Damage.

Prior to the execution of the contract by Montgomery County Public Schools (MCPS), the proposed awardee must obtain at its own cost and expense and keep in force and affect until termination of the contractual relationship with MCPS the following insurance with insurance company/companies licensed to do business in the State of Maryland evidence by a certificate of insurance and/or copies of the insurance policies. Contractor's insurance shall be primary.

Commercial General Liability

A minimum limit of liability of two million dollars (\$2,000,000), combined single limit, for bodily injury and property damage coverage per occurrence including the following coverages:

Contractual Liability
Premises and Operations
Independent Contractors
Products and Completed Operations

Automobile Liability Coverage

A minimum limit of liability of two million dollars (\$2,000,000), combined single limit, for bodily injury and property damage coverage per occurrence including the following:

Owned automobiles
Hired automobiles

Non-owned automobiles
Worker's Compensation/Employer's Liability

Meeting all requirements of Maryland Law and with the following minimum limits:

Bodily Injury by Accident - \$500,000 each accident
Bodily Injury by Disease - \$1,000,000 policy limits
Bodily Injury by Disease - \$500,000 each employee

Additional Insured

Montgomery County Public Schools must be named as an additional insured on all liability policies.

Policy Cancellation

45 days written notice of cancellation or material change of any of the policies is required.

Certificate Holder

Montgomery County Public Schools
Department of Materials Management
Procurement Unit
45 West Gude Drive Suite 3100
Rockville, Maryland 20850

J. Submission Of Bids

1. Bid Documents

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 for your files.

2. Quotation Form

- a. Quotations are to be entered on the Item Specifications sheet supplied under this situation. **Faxed quotations are not acceptable. SEALED BIDS ONLY.**
- b. If there is any discrepancy between the unit cost and total cost, the unit cost shall prevail. This solicitation shall be valid for acceptance during a period of no less than 90 days from date of opening. Once the contract is approved, terms and conditions of the solicitation shall prevail throughout the contract period.

3. Addenda/Errata

Changes and addenda to a solicitation may occur prior to the bid opening date and time. It is the bidder's responsibility to check the MCPS website under event calendar or contact the Procurement Unit at phone 301-279-3555, or by email Deborah_K_Ashcom@mcpsmd.org to confirm that they have all addenda/errata. Our website address is <http://procurement.montgomeryschoolsmd.org/home/Bids>. Failure to acknowledge errata/addenda on the form may result in a bid being deemed non-responsive and consequently rejected.

4. License/Certifications

Bidder(s) responses shall include the following items:

- a. Contractor shall possess a current Maryland Contractor's License and this must be submitted with bid proposal.
- b. Copy of State of Maryland Sprinkler Contractor License.
- c. Copy of State of Maryland, Department of Criminal Services, Private Services Business License.
- d. Copy of Certificate of Compliance showing their UL listing for monitoring fire alarm systems.
- e. All licenses required by jurisdiction having authority.
- f. Complete list of key personnel who will be assigned to this contract. For each individual listed, provide resume to include level of experience, i.e., technicians and helpers' certification or license. The awarded Bidder(s) will be required to maintain the list current throughout the life of the contract, and to supply a copy of the list to MCPS on no less than a quarterly basis. **Note: Must be provided with bid, by the firm providing the bid offer.**

K. Contractors' Obligation Regarding Criminal Records of Individuals Assigned to Work in MCPS Facilities

Beginning July 1, 2015, all MCPS contracts must include the following provisions:

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 § 5-551 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 by any Maryland State approved fingerprinting agency. Individuals fingerprinted to undergo a background check will be required to provide written consent. MCPS will maintain copies of all records for criminal background checks. A list of Maryland State approved fingerprinting agencies can be found on the Procurement Unit website at <https://www.montgomeryschoolsmd.org/departments/procurement/Contractors.aspx>

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 Safety and Security, 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.

L. 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.

<u>Company Name & Address</u>	<u>Contact Person</u>	<u>Phone Number</u>	<u>Contract Number</u>
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1. _____

Email Address: _____

2. _____

Email Address: _____

<u>Company Name & Address</u>	<u>Contact Person</u>	<u>Phone Number</u>	<u>Contract Number</u>
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3. _____

Email Address: _____

M. eMaryland Marketplace

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

N. Award Criteria

1. Conformance to specifications
2. Ability to perform
3. Price
4. Contractor's understanding and ability to meet MCPS requirements
5. Past performance

O. Inquiries

Inquiries regarding this solicitation must be submitted in writing, to Ms. Deborah Ashcom, Buyer I, Montgomery County Public Schools, 45 West Gude Drive, Suite 3100, Rockville, Maryland 20850, fax number 301-279-3173. Questions must be received at least two business days prior to bid opening in order for the bidder to receive a reply prior to submitting its bid. The Board of Education will not be responsible for any oral or telephone explanations or interpretations. **Vendor contact with any other MCPS employee regarding this solicitation until the contract is awarded by the 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 MCPS Procurement Unit web site address is <http://procurement.montgomeryschoolsmd.org/home/Bids>.

Subsequent to the award if the Contractor finds any discrepancy or omission and has questions of MCPS' intent, prior to performing work, they shall notify the MCPS Project Coordinator **in writing** via fax to resolve and receive clarification with copies to Ms. Deborah Ashcom, Buyer I.

P. Post Bid Submissions

The apparent low bidder may be required to supply **within 48 hours** after MCPS request, applicable business and Contractor's licenses, master licenses for trades appropriate for work to be performed, and/or company financial statements, etc., as required to allow MCPS Bidder(s) evaluation. **Failure to supply a copy as specified may disqualify your bid proposal.**

II. CONTRACT ADMINISTRATION**A. Contractor Performance**

- a. Work may begin upon receipt by the successful bidder(s) of a purchase order issued and signed by the director of the Department of Materials Management.
- b. Bidders shall name a contact person and telephone numbers for normal working hours, 8:00 a.m. 4:30 p.m., Monday – Friday. Answering machines are unacceptable as a point of contact. For emergency calls, outside normal MCPS working hours, nights and weekends, the bidder shall name a contact person and telephone number or have a voice mail paging system or answering service. A bidder using a voice mail system or answering service shall be required to initiate a call back to the sender within 25 minutes.
- c. Identification badges will be provided by MCPS and shall be worn at all times while on MCPS property. Should any person be found on MCPS premises without this badge, the contractor shall be considered in violation of the contract and be cause for cancellation of this contract.
- d. Employees shall not use any form of tobacco products or controlled substance in the school building and on the grounds.
- e. Are not to routinely use facility equipment and buildings, i.e., telephone, lounges, toilet rooms, parking lots, etc. The MCPS Project Coordinator will designate such facilities authorized for Contractor use.
- f. All work shall be scheduled according to the mutual agreement of the school administration and the project coordinator to avoid conflicts with school activities.
- g. Failure to perform in accordance with MCPS specifications and industry standards may result in the Contractor being removed from the approved vendor list to receive future Invitations for Bid for a period of two years.

B. Detailed Work Plan:**1. Work Hours**

The workday is considered to be 6:30 a.m. through 3:00 p.m. Changes may be made **only** by obtaining approval in advance from the project coordinator.

Contractor(s) must make prior arrangements for building access beyond normal working hours of school custodial staff (7:30 a.m. – 7:00 p.m., Monday- Friday). **An authorized MCPS staff person must be in attendance in the building whenever any contractor is present and working in the building.**

2. Monitoring Fire Alarm Systems:

The monitoring company shall monitor the fire alarm systems under this agreement on a 24 hours a day, 365 days a year basis. The contractor shall be given a list of emergency

contact persons. The contractor shall name the person(s) responsible for monitoring the fire alarm systems. Upon receiving an alarm signal, the central station shall follow the procedures set forth in the NFPA 72. After proper notification of authorities the monitoring company shall then call the MCPS electronic detection center. In the event of a false alarm, MCPS will contact the monitoring company, with proper security identification, to inform them of the "False Alarm". The monitoring company will then notify the proper authorities. Fees levied by authorities, for unavoidable false alarms, will be paid by MCPS. The monitoring company shall submit a written report, to the designated contract coordinator, providing information of the alarm condition on a contractor "Emergency Data Sheet."

The monitoring company is to provide a printout report covering the entire time period beginning with the time the call was received to the time the Fire Department was notified. This report shall be provided to MCPS within 4 hours of the incident.

3. Start-Up:

The awarded contractor shall be responsible for any programming changes to the fire alarm communicator/dialers at all MCPS location. Telephone lines and power shall be supplied by MCPS as needed. MCPS will indicate at each site which telephone lines can/cannot be used for the fire alarm reporting system. MCPS will continue to install, repair and replace all fire alarm panels and related equipment, devices and/or wiring. The fire panel, enunciator, dialer, phone lines, and any/all connections to be a non-proprietary open system. This system shall be left in place permanently.

4. Monitoring Testing:

MCPS will monitor the bidder performance including review of data reports and timeliness of responses.

5. Testing Requirement:

Upon completion of any programming of the fire alarm monitoring system the awarded contractor shall run a test to ensure that the alarm panel is activating the dialer and the dialer is notifying the central monitoring station.

6. Reporting and Notifications

MCPS will provide direction to the monitoring company of reportable zones, notification logging and printouts. Should the MCPS project coordinator request modifications to the reporting requirements there shall be no additional cost to MCPS. MCPS will provide the awarded contractor with the initial algorithm for reporting and notification.

C. Project Coordinator

The Project Coordinators for this project will be provided upon award. All questions arising after the contract is awarded regarding equipment shall be directed to the Project Coordinator and questions regarding monitoring decisions and notification of monitoring shall be directed to the Department of School Safety and Security.

D. Permits/Licenses

MCPS shall be responsible for any costs incurred with the application for permits regarding the fire alarm monitoring with Montgomery County Government. The bidder shall be responsible for all damages to persons or property that occurs as a result of their fault or negligence. The bidder shall take proper safety and health precautions to protect the work, the workers, the public, and the property of others. The bidder shall also be responsible for all work performed during the contract term.

E. Bidder Qualifications

This fire alarm monitoring service contract shall require that a contractor have a minimum five years experience in this field. The contractor must possess a thorough knowledge and sufficient experience and expertise monitoring a system of this size. The contractor shall have qualified technicians trained in all aspects of monitoring fire alarm systems.

F. Additions/Deletions

MCPS reserves the right to add/delete locations specified in the subsequent contract as requirements change during the period of the contract.

G. Contact For Administration

In the event a contract is executed with your firm as a result of this solicitation, indicate the person(s) we may contact for contract administration.

H. MCPS Project Coordinator

1. No changes to the contract conditions or specifications will be made without the MCPS Project Coordinator's approval and authorization by the director of the Department of Materials Management.
2. After award the MCPS Project Coordinator will handle the day-to-day operation and coordination. Scheduling work on site after an award of contract must be made through the MCPS Project Coordinator.
3. The Project Coordinator is authorized to:
 - a. Serve as liaison between MCPS and the Contractor;
 - b. Give direction to the Contractor to ensure satisfactory and complete performance;
 - c. Monitor and inspect the Contractor's performance to ensure acceptable timeliness and quality;
 - d. Serve as records custodian for this contract;

- e. Accept or reject the Contractor's performance;
 - f. Furnish timely written notice of the Contractor's performance failure to the director of the Department of Materials Management;
 - g. Prepare required reports;
 - h. Approve or reject invoices for payment and submitted construction schedules;
 - i. Recommend contract modifications or terminations to the director of the Department of Materials Management;
4. The MCPS Project Coordinator is not authorized to make any determination that alter, modify, terminate or cancel the contract, affect procurement, interpret ambiguities in the contract language, or waive MCPS' contractual rights.

I. Asbestos Abatement

MCPS will be responsible for all asbestos removal. The Contractor is to schedule through the MCPS Project Coordinator, any asbestos abatement that may be required.

J. Quality Assurance

The Contractor shall be experienced in fire alarm monitoring services and has a minimum of five years experience. **Appropriately licensed trade persons shall perform all trade work. A copy of these licenses must be submitted to the MCPS Project Coordinator prior to performing any work. Bidder must provide a letter certifying the number of years in business and experience in the principle trade work. This letter of certification must be included with their bid submission.**

Fire Alarm Monitoring

Company Name: _____

Group/ Seq No	Item/ Whse/ Old	Description	Quantity to Bid	Bid Unit	Unit Price	Brand	Model	Specification Deviations
30272		Installation of Communicator/Dialers in school as required	1	Each				
30273		Monitoring of Fire Alarm Systems as Indicated in Appendix A Unit price per site per month (award will be based on 240 locations)	12	month				
30277		Cost for Reprogramming Communicator/Dialer for school locations indicated in Appendix A	240	Each				

3 Items

Sort Seq: Item number sequence within Group Number

APPENDIX A

LISTING OF SCHOOLS

Montgomery County Schools Facility, Address Contact
5/17/2019

School No.	Name	Address
ELEMENTARY SCHOOLS		
790	Arcola	1820 Franwall Ave., Silver Spring 20902
425	Ashburton	6314 Lone Oak Dr., Bethesda 20817
420	Bannockburn	6520 Dalroy Lane, Bethesda 20817
505	Lucy V. Barnsley	14516 Nadine Dr., Rockville 20853
207	Beall	451 Beall Ave., Rockville 20850
780	Bel Pre	13801 Rippling Brook Dr., Silver Spring 20906
607	Bells Mill	8225 Bells Mill Rd., Potomac 20854
513	Belmont	19528 Olney Mill Rd., Olney 20832
401	Bethesda	7600 Arlington Rd., Bethesda 20814
226	Beverly Farms	8501 Postoak Rd., Potomac 20854
410	Bradley Hills	8701 Hartsdale Ave., Bethesda 20817
518	Brooke Grove	2700 Spartan Rd., Olney 20832
807	Brookhaven	4610 Renn St., Rockville 20853
559	Brown Station	851 Quince Orchard Blvd., Gaithersburg 20878
419	Burning Tree	7900 Beech Tree Rd., Bethesda 20817
309	Burnt Mills	11211 Childs St., Silver Spring 20901
302	Burtonsville	15516 Old Columbia Pike, Burtonsville 20866
508	Candlewood	7210 Osprey Dr., Rockville 20855
310	Cannon Road	901 Cannon Rd., Silver Spring 20904
604	Carderock Springs	7401 Persimmon Tree Lane, Bethesda 20817
159	Rachel Carson	100 Tschiffely Square Rd., Gaithersburg 20878
511	Cashell	17101 Cashell Rd., Rockville 20853
703	Cedar Grove	24001 Ridge Rd., Germantown 20876
403	Chevy Chase	4015 Rosemary St., Chevy Chase 20815
101	Clarksburg	13530 Redgrave Pl., Clarksburg 20871
706	Clearspring	9930 Moyer Rd., Damascus 20872
100	Clopper Mill	18501 Cinnamon Dr., Germantown 20874
308	Cloverly	800 Briggs Chaney Rd., Silver Spring 20905
238	Cold Spring	9201 Falls Chapel Way, Potomac 20854
229	College Gardens	1700 Yale Pl., Rockville 20850

Montgomery County Schools Facility, Address Contact
5/17/2019

School No.	Name	Address
808	Cresthaven	1234 Cresthaven Dr., Silver Spring 20903
111	Capt. James E. Daly	20301 Brandermill Dr., Germantown 20876
702	Damascus	10201 Bethesda Church Rd., Damascus 20872
351	Darnestown	Darnestown, 15030 Turkey Foot Rd., Gaithersburg 20878
570	Diamond	4 Marquis Dr., Gaithersburg 20878
747	Dr. Charles R. Drew	1200 Swingingdale Dr., Silver Spring 20905
241	DuFief	15001 DuFief Dr., Gaithersburg 20878
756	East Silver Spring	631 Silver Spring Ave., Silver Spring 20910
303	Fairland	14315 Fairdale Rd., Silver Spring 20905
233	Fallsmead	1800 Greenplace Terr., Rockville 20850
219	Farmland	7000 Old Gate Rd., Rockville 20852
566	Fields Road	One School Dr., Gaithersburg 20878
549	Flower Hill	18425 Flower Hill Way, Gaithersburg 20879
506	Flower Valley	4615 Sunflower Dr., Rockville 20853
803	Forest Knolls	10830 Eastwood Ave., Silver Spring 20901
106	Fox Chapel	19315 Archdale Rd., Germantown 20876
553	Gaithersburg	35 North Summit Ave., Gaithersburg 20877
313	Galway	12612 Galway Dr., Silver Spring 20904
204	Garrett Park	4810 Oxford St., Kensington 20895
786	Georgian Forest	3100 Regina Dr., Silver Spring 20906
102	Germantown	19110 Liberty Mill Rd., Germantown 20874
337	Willaim B. Gibbs, Jr.	12615 Royal Crown Dr., Germantown 20876
767	Glen Haven,	10900 Inwood Ave., Silver Spring 20902
817	Glenallan	12520 Heurich Rd., Silver Spring 20902
546	Goshen	8701 Warfield Rd., Gaithersburg 20882
340	Great Seneca Creek	13010 Dairymaid Dr., Germantown 20874
334	Greencastle	13611 Robey Rd., Silver Spring 20904
512	Greenwood	3336 Gold Mine Rd., Brookeville 20833
797	Harmony Hills	13407 Lydia St., Silver Spring 20906
774	Highland	3100 Medway St., Silver Spring 20902
784	Highland View	9010 Providence Ave., Silver Spring 20901
305	Jackson Road	900 Jackson Rd., Silver Spring 20904

Montgomery County Schools Facility, Address Contact
5/17/2019

School No.	Name	Address
360	Jones Lane	15110 Jones Lane, Gaithersburg 20878
805	Kemp Mill	411 Sisson St., Silver Spring 20902
783	Kensington Parkwood	4710 Saul Rd., Kensington 20895
108	Lake Seneca	13600 Wanegarden Dr., Germantown 20874
209	Lakewood	2534 Lindley Terr., Rockville 20850
51	Laytonsville	21401 Laytonsville Rd., Gaithersburg 20882
304	JoAnn Leleck ES at Broad Acres	710 Beacon Rd., Silver Spring 20903
336	Little Bennett	23930 Burdette Forest Rd., Clarksburg 20871
220	Luxmanor	6201 Tilden Lane, Rockville 20852 (<i>Temporary located at Grosvenor Center, 5701 Grosvenor Ln., Bethesda 20814</i>)
244	Thurgood Marshall	12260 McDonald Chapel Dr., Gaithersburg 20878
210	Maryvale	1000 First St., Rockville 20850 (<i>Temporary located at North Lake Center, 15101 Bauer Dr., Rockville 20852</i>)
523	Spark M. Matsunaga	Spark M. Matsunaga, 13902 Bromfield Rd., Germantown 20874
110	S. Christa McAuliffe	12500 Wisteria Dr., Germantown 20874
158	Ronald McNair	13881 Hopkins Rd., Germantown 20874
212	Meadow Hall	951 Twinbrook Pkwy., Rockville 20851
556	Mill Creek Towne	Mill Creek Towne 17700 Park Mill Dr., Rockville 20855
652	Monocacy	18801 Barnesville Rd., Dickerson 20842
776	Montgomery Knolls	807 Daleview Dr., Silver Spring 20901
791	New Hampshire Estates	8720 Carroll Ave., Silver Spring 20903
307	Roscoe R. Nix	1100 Corliss St., Silver Spring 20903
415	North Chevy Chase	3700 Jones Bridge Rd., Chevy Chase 20815
766	Oak View	400 East Wayne Ave., Silver Spring 20901
769	Oakland Terrace	2720 Plyers Mill Rd., Silver Spring 20902
502	Olney	3401 Queen Mary Dr., Olney 20832
312	William Tyler Page	13400 Tamarack Rd., Silver Spring 20904
761	Pine Crest	201 Woodmoor Dr., Silver Spring 20901
749	Piney Branch	7510 Maple Ave., Takoma Park 20912
153	Poolesville	19565 Fisher Ave., Poolesville 20837

Montgomery County Schools Facility, Address Contact
5/17/2019

School No.	Name	Address
601	Potomac	10311 River Rd., Potomac 20854 (<i>Temporary located at Radnor Center, 700 Radnor Rd., Bethesda 20817</i>)
514	Judith A. Resnik	7301 Hadley Farms Dr., Gaithersburg 20879
242	Dr. Sally K. Ride	21301 Seneca Crossing Dr., Germantown 20876
227	Ritchie Park	1514 Dunster Rd., Rockville 20854
773	Rock Creek Forest	8330 Grubb Rd., Chevy Chase 20815
819	Rock Creek Valley	5121 Russett Rd., Rockville 20853
795	Rock View	3901 Denfeld Ave., Kensington 20895
156	Lois P. Rockwell	24555 Cutsail Dr., Damascus 20872
771	Rolling Terrace	705 Bayfield St., Takoma Park 20912
794	Rosemary Hills	2111 Porter Rd., Silver Spring 20910
555	Rosemont	16400 Alden Ave., Gaithersburg 20877
346	Bayard Rustin	332 West Edmonston Dr., Rockville 20852
565	Sequoyah	17301 Bowie Mill Rd., Derwood 20855
603	Seven Locks	9500 Seven Locks Rd., Bethesda 20817
501	Sherwood	1401 Olney-Sandy Spring Rd., Sandy Spring 20860
779	Sargent Shriver	12518 Greenly Dr., Silver Spring 20906
770	Flora M. Singer	2600 Hayden Dr., Silver Spring 20902
517	Sligo Creek	500 Schuyler Rd., Silver Spring 20910
405	Somerset	5811 Warwick Pl., Chevy Chase 20815
564	South Lake	18201 Contour Rd., Gaithersburg 20877
568	Stedwick	10631 Stedwick Rd., Montgomery Village 20886
653	Stone Mill	14323 Stonebridge View Dr., North Potomac 20878
316	Stonegate	14811 Notley Rd., Silver Spring 20905
822	Strathmore	3200 Beaverwood Lane, Silver Spring 20906
569	Strawberry Knoll	18820 Strawberry Knoll Rd., Gaithersburg 20879
563	Summit Hall	101 West Deer Park Rd., Gaithersburg 20877
754	Takoma Park	7511 Holly Ave., Takoma Park 20912
216	Travilah	13801 DuFief Mill Rd., North Potomac 20878
206	Twinbrook	5911 Ridgway Ave., Rockville 20851
772	Viers Mill	11711 Joseph Mill Rd., Silver Spring 20906
552	Washington Grove	8712 Oakmont St., Gaithersburg 20877

Montgomery County Schools Facility, Address Contact
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School No.	Name	Address
109	Waters Landing	13100 Waters Landing Dr., Germantown 20874
561	Watkins Mill	19001 Watkins Mill Rd., Montgomery Village 20886
235	Wayside	10011 Glen Rd., Potomac 20854
777	Weller Road	3301 Weller Rd., Silver Spring 20906
408	Westbrook	5110 Allan Terr., Bethesda 20816
504	Westover	401 Hawkesbury Lane, Silver Spring 20904
788	Wheaton Woods	4510 Faroe Pl., Rockville 20853
558	Whetstone	19201 Thomas Farm Rd., Gaithersburg 20879
341	Wilson Wims	12520 Blue Sky Dr., Clarksburg 20871
417	Wood Acres	5800 Cromwell Dr., Bethesda 20816
704	Wood field	24200 Woodfield Rd., Gaithersburg 20882
764	Woodlin	2101 Luzerne Ave., Silver Spring 20910
422	Wyngate	9300 Wadsworth Dr., Bethesda 20817
MIDDLE SCHOOLS		
823	Argyle	2400 Bel Pre Rd., Silver Spring 20906
705	John T. Baker	25400 Oak Dr., Damascus 20872
333	Benjamin Banneker	14800 Perrywood Dr., Burtonsville 20866
335	Briggs Chaney	1901 Rainbow Dr., Silver Spring 20905
606	Cabin John	10701 Gainsborough Rd., Potomac 20854
157	Roberto W. Clemente	18808 Waring Station Rd., Germantown 20874
775	Eastern	300 University Blvd. East, Silver Spring 20901
507	William H. Farquhar	17017 Batchellors Forest Rd., Olney 20832
248	Forest Oak	651 Saybrooke Oaks Blvd., Gaithersburg 20877
237	Robert Frost	9201 Scott Dr., Rockville 20850
554	Gaithersburg	2 Teachers' Way, Gaithersburg 20877
228	Herbert Hoover,	8810 Postoak Rd., Potomac 20854
311	Francis Scott Key	910 Schindler Dr., Silver Spring 20903
107	Dr. Martin Luther King Jr.	13737 Wisteria Dr., Germantown 20874
708	Kingsview	18909 Kingsview Rd., Germantown 20874
522	Lakelands Park	1200 Main St., Gaithersburg 20878
818	Col. E. Brooke Lee	11800 Monticello Ave., Silver Spring 20902

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School No.	Name	Address
787	A. Mario Loiederman	12701 Goodhill Rd., Silver Spring 20906
557	Montgomery Village	19300 Watkins Mill Rd., Montgomery Village 20886
115	Neelsville	11700 Neelsville Church Rd., Germantown 20876
792	Newport Mill	11311 Newport Mill Rd., Kensington 20895
413	North Bethesda	8935 Bradmoor Dr., Bethesda 20817
812	Parkland	4610 West Frankfort Dr., Rockville 20853
155	Rosa M. Parks	19200 Olney Mill Rd., Olney 20832
247	John Poole	17014 Tom Fox Ave., Poolesville 20837
428	Thomas W. Pyle	6311 Wilson Lane, Bethesda 20817
562	Redland	6505 Muncaster Mill Rd., Rockville 20855
105	Ridgeview	16600 Raven Rock Dr., Gaithersburg 20878
707	Rocky Hill	22401 Brick Haven Way, Clarksburg 20871
521	Shady Groove	8100 Midcounty Hwy., Gaithersburg 20877
835	Silver Creek	37001 Saul Rd., Kensington 20895
647	Silver Spring International	313 Wayne Ave., Silver Spring 20910
778	Sligo	1401 Dennis Ave., Silver Spring 20902
755	Takoma Park	7611 Piney Branch Rd., Silver Spring 20910
232	Tilden	11211 Old Georgetown Rd., Rockville 20852
345	Hallie Wells	11701 Little Seneca Parkway, Clarksburg 20871
211	Julius West	651 Great Falls Rd., Rockville 20850
412	Westland	5511 Massachusetts Ave., Bethesda 20816
811	White Oak	12201 New Hampshire Ave., Silver Spring 20904
820	Earle B. Wood	14615 Bauer Dr., Rockville 20853
HIGH SCHOOLS		
406	Bethesda-Chevy Chase	4301 East-West Hwy., Bethesda 20814
757	Montgomery Blair	51 University Blvd., East, Silver Spring 20901
321	James Hubert Blake	300 Norwood Rd., Silver Spring 20905
602	Winston Churchill	11300 Gainsborough Rd., Potomac 20854
249	Clarksburg	22500 Wims Rd., Clarksburg 20871
701	Damascus	25921 Ridge Rd., Damascus 20872
789	Albert Einstein	11135 Newport Mill Rd., Kensington 20895

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School No.	Name	Address
551	Gaithersburg	101 Education Boulevard, Gaithersburg 20877
424	Walter Johnson	6400 Rock Spring Dr., Bethesda 20814
815	John F. Kennedy	1901 Randolph Rd., Silver Spring 20902
510	Col. Zadok Magruder	5939 Muncaster Mill Rd., Rockville 20855
201	Richard Montgomery	250 Richard Montgomery Dr., Rockville 20852
246	Northwest	13501 Richter Farm Rd., Germantown 20874
796	Northwood	919 University Blvd. West, Silver Spring 20901
315	Paint Branch	14121 Old Columbia Pike, Burtonsville 20866
152	Poolesville	17501 West Willard Rd., Poolesville 20837
125	Quince Orchard	15800 Quince Orchard Rd., Gaithersburg 20878
230	Rockville	2100 Baltimore Rd., Rockville 20851
104	Seneca Valley	19401 Crystal Rock Dr., Germantown 20874
503	Sherwood	300 Olney-Sandy Spring Rd., Sandy Spring 20860
798	Springbrook	201 Valleybrook Dr., Silver Spring 20904
545	Watkins Mill	10301 Apple Ridge Rd., Gaithersburg 20879
782	Wheaton	12401 Dalewood Dr., Silver Spring 20906
427	Walt Whitman	7100 Whittier Blvd., Bethesda 20817
234	Thomas S. Wootton	2100 Wootton Pkwy., Rockville 20850
TECHNICAL CAREER HIGH SCHOOL		
748	Thomas Edison High School of Technology	12501 Dalewood Dr., Silver Spring 20906
ENVIRONMENTAL EDUCATION CENTER		
990	Lathrop E. Smith Environmental Education Center	Lathrop E. Smith Environmental Education Center, 5110 Meadowside Lane, Rockville 20855
SPECIAL SCHOOLS		
951	Longview School	Longview School, 13900 Bromfield Rd., Germantown 20874
793	MacDonald Knolls Early Childhood Center	10611 Tenbrook Dr., Silver Spring 20901
916	Rock Terrace School	Rock Terrace School, 390 Martins Lane, Rockville 20850

Montgomery County Schools Facility, Address Contact
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School No.	Name	Address
215	Carl Sandburg Learning Center	Carl Sandburg Learning Center, 451 Meadow Hall Dr., Rockville 20851
799	Stephen Knolls School	Stephen Knolls School, 10731 St. Margaret's Way, Kensington 20895
ALTERNATIVE EDUCATION PROGRAMS		
239	Blair Ewing Center @ Avery Road	14501 Avery Rd., Rockville 20853
	Blair G. Ewing @ Plum Orchard	12120 Plum Orchard Drive, Suite 160, Silver Spring, MD 20904
	Blair G. Ewing @ Cloverleaf	12920 Cloverleaf Center Drive, Suite 110, Germantown, MD 20874
Administration Facilities		
919	Carver Educational Services Center	850 Hungerford Drive, Rockville 20850
	Center for Technology Innovation	4 Choke Cherry Rd., Rockville 20850
432	Central Records	Concord Center, 7210 Hidden Creek Rd., Bethesda 20817
987	County Service Park Transportation	16651 Crabbs Branch Way, Rockville 20855
	English Manor School	4511 Bestor Drive, Rockville 20853
	Festival Center at Muddy Branch,	283 Muddy Branch Rd., Gaithersburg 20878
979	Food and Nutrition Services,	8401 Turkey Thicket Drive, Gaithersburg 20979
917	Lincoln Center	580 North Stonestreet Ave., Rockville 20850
981	Facility Management	1801 Turkey Thicket Drive, Gaithersburg, MD 20879
931	Lynnbrook Center	Lynnbrook Center, 8001 Lynnbrook Drive, Bethesda 209814
785	Rocking Horse Road Center	4910 Macon Road, Rockville 20852
934	Spring Mill Offices	11721 Kemp Mill Road, Silver Spring 20902
911	Taylor Science Materials Center	19501 White Ground Road, Boyds 20841
Holding Centers		
951	Emory Grove Center	18100 Washington Grove Lane, Gaithersburg 20877
300	Fairland Center (Rented to Kennedy Krieger School)	13313 Old Columbia Pike, Silver Spring 20904
418	Grosvenor Center	5701 Grosvenor Lane, Bethesda 20814

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School No.	Name	Address
509	North Lake Center	1000 First Street, Rockville 20850
416	Radnor Center	10311 River Road, Potomac 20854
232	Tilden Center	6300 Tilden Lane, Rockville 20852 (Closed for construction)