

**THE BOARD OF EDUCATION OF MONTGOMERY COUNTY  
MONTGOMERY COUNTY PUBLIC SCHOOLS**

**Division of Procurement  
45 West Gude Drive Room 3100  
Rockville, Maryland 20850-1747  
240-740-7536  
December 11, 2023**

**INVITATION FOR BID 4121.21**

**Office Papers, Virgin and Recycled**

Bid Opening Time: 2:00 P. M.

Bid Opening Date: January 18, 2024

**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.**

COMPANY NAME: \_\_\_\_\_

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

1. Term of Contract: March 20, 2024 through March 19, 2025
2. Terms of Delivery: As Specified
3. Delivery Destination: Individual Location, Noted on Purchase Order
4. Bid Security Required: **No**  
**Bid Security must be made payable to Montgomery County Board of Education**
5. Performance Bond Required: **No**
- 6a. Samples Required:  Yes  No
- 6b. Sample Delivery Requirements:
  - Deliver to Division of Procurement
  - See H. Samples
  - Deliver to the Division of Maintenance
  - 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. A **corporation**, incorporated under the laws of the state of \_\_\_\_\_
- 2. Authorized to do business in the state of Maryland
- 3. An **individual** trading and doing business under a fictitious name
- 4. Trading and doing business under individual's own name
- 5. A **partnership**, name(s) of partner(s): \_\_\_\_\_

**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/Extension \_\_\_\_\_
- 5. Fax Number \_\_\_\_\_
- 6. Toll Free Number \_\_\_\_\_
- 7. Email Address \_\_\_\_\_
- 8. Tax Id Number \_\_\_\_\_

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

- 1. Purchase Order Address \_\_\_\_\_
- 2. Representative's Name \_\_\_\_\_
- 3. Phone Number/Extension \_\_\_\_\_
- 4. Fax Number \_\_\_\_\_
- 5. Toll Free Number \_\_\_\_\_
- 6. Email Address \_\_\_\_\_

**IV. PROMPT PAYMENT DISCOUNT:** MCPS may consider prompt payment discounts as part of the award process.

\_\_\_\_\_ Prompt payment discounts of less than twenty days will not be considered.

**V. PURCHASING CARD PROGRAM:** MCPS is currently utilizing a purchasing card program through Master Card. Please check the appropriate box below.

- Yes, we accept Master Card                       No, we do not accept Master Card

**VI. PURCHASE ORDER PREFERENCE:** Montgomery County Public Schools (MCPS) is in the process of issuing orders via Facsimile of US Mail. MCPS prefers facsimile. Please check your preference below. If your company has the capability of receiving orders via Electronic Data Interface (EDI), please contact the Procurement Unit to determine if the system is compatible with MCPS.

Facsimile                       US Mail                       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. BIDDER'S CERTIFICATION**

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 \_\_\_\_\_

**IX. 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 \_\_\_\_\_