

**THE BOARD OF EDUCATION OF MONTGOMERY COUNTY
MONTGOMERY COUNTY PUBLIC SCHOOLS
Department of Procurement
45 West Gude Dr. Room 3100
Rockville, Maryland 20850
240-740-7542**

September 29, 2025

INVITATION FOR BID 4202.5.1

LEAD IN WATER TESTING SCOPE

**Only Pre-qualified Contractors under Bid 4202.5, Indoor Air Quality Service at Various Locations
will be considered**

Bid Opening Time: 2:00 P. M.

Bid Opening Date: **October 17, 2025**

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: See Schedule
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 Department of Procurement
☐ Deliver to the Distribution Center
☐ 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. 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: 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 _____

I. GENERAL CONDITIONS

It is the intention of Montgomery County Public Schools (MCPS) to conduct lead in water testing of its facilities. Responses will only be accepted from the MCPS Pre-qualified Contractors under Invitation for Bid 4202.5

MCPS is soliciting proposals from qualified firms that employ professionals with experience specific to lead in water testing in schools; the company should be very familiar with current lead in water testing regulations in the state of Maryland. Most of the methodology for sampling and reporting for this project is based on the US EPA's *3Ts for Reducing Lead in Drinking Water in Schools and Child Care Facilities*, current criteria described by the Maryland Department of the Environment (MDE) Lead in Drinking Water—Public and Nonpublic Schools, Title 26, Subtitle 16 Lead, Chapter 07 and guidance presented on MDE's website (https://mde.maryland.gov/programs/Water/water_supply/Pages/Testing-For-Lead-In-Drinking-Water-Public-and-Nonpublic-Schools.aspx).

All Terms and Conditions of Invitation for Bid 4202.5 dated October 15, 2024 are hereby incorporated by reference and become a part of this solicitation.

Submission of Bids

1. Quotation Form

- a. Quotations are to be entered on the Item Specifications Form supplied herein. Email responses will be accepted at NanaAma_A.Asare@mcpsmd.org.
- b. Bidder must submit prices for each line on the Quotation Form provided. This solicitation shall be valid for acceptance during a period of no less than 90 days from the date of opening. Once the contract is approved, terms and conditions of the solicitation shall prevail throughout the contract period.

2. 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 <https://www.montgomeryschoolsmd.org/departments/procurement/> or contact the Department of Procurement at phone 240-740-7600 or email NanaAma_A.Asare@mcpsmd.org and procurement@mcpsmd.org to confirm that they have all addenda/errata. Failure to acknowledge errata/addenda on the form may result in a bid being deemed non-responsive and consequently rejected.

INQUIRIES

Inquiries regarding this solicitation must be submitted in writing, to Nana Ama Asare, Buyer II, Montgomery County Public Schools, Department of Procurement, 45 West Gude Drive, Room 3100, Rockville, Maryland 20850, by email procurement@mcpsmd.org and NanaAma_A_Asare@mcpsmd.org. Questions must 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 Board of Education will not be responsible for any oral or telephone explanation or interpretation. Vendor contact with any other MCPS employee regarding this solicitation will be considered by MCPS as an attempt to obtain an unfair advantage and result in non-consideration of its bid. The MCPS Department of Procurement web site address is <https://www.montgomeryschoolsmd.org/departments/procurement/>

II. SCOPE OF WORK

A. Request to Conduct Lead in Water Testing in MCPS Facilities 2026-2027

It is the intention of Montgomery County Public Schools (MCPS) to conduct lead in water testing of its facilities. The work is to be designed and executed by a company that employs professionals with experience specific to lead in water testing in schools; the company should be very familiar with current lead in water testing regulations in the state of Maryland. The methodology for sampling and reporting for this project is described by the Code of Maryland Regulations (COMAR) Lead in Drinking Water - Public and Nonpublic Schools, Title 26, Subtitle 16 Lead, Chapter 07. A typical school year testing schedule would include 70-90 schools and 3,000-5,000 drinking water outlets.

For the 2026-2027 school year, MCPS requires a sampling of approximately 3,000-5,000 drinking water outlets in approximately 87 schools. This is accomplished by sampling two schools/day, Tuesday through Friday. MCPS has included an Excel spreadsheet of available drinking water outlet data as shown in **Attachment A**.

MCPS reserves the right to award the work to multiple contractors. MCPS reserves the right to assign schools by quartiles of approximately 25 percent of the total project in coordination with the schedule provided. MCPS reserves the right to make assignments for subsequent quartiles based on contract performance to serve the best interest of MCPS.

The contractor preliminarily awarded the project will be required to conduct a demonstration of the capabilities of the LIW database. The demonstration will take place at an MCPS Facility a minimum of **two days** after receipt of award notification. Final project award is contingent on the successful demonstration of the contractor's database.

MCPS will provide the initial testing schedule to the selected contractor(s). Initial first-draw sample reports and electronic data results need to be delivered to MCPS within five business days after company receives all initial laboratory data for each school. Follow up sampling should be completed within five business days of the receipt of the initial sampling results for those fixtures with results **equal to or greater than the five parts per billion (ppb)** action level.

Actual sample collection is not permitted over weekends, holidays, Mondays, or the day after a holiday.

MCPS will make every effort to provide access to facilities starting at 6:00am Tuesday - Friday. Facilities will be available after the school day has ended (approximately 4:00 pm until approximately 10:00 pm Monday – Thursday) for fixture flushing.

Additional information related to this project:

1. The contractor must have adequate field staff that have been fingerprinted and passed MCPS background checks by the beginning of the first sampling week. The contractor's field staff must have the MCPS Contractor's badge before starting water sampling activities.
2. Contractor will subcontract analysis of the water samples in accordance with EPA methods 200.8 or 200.9 to an MDE certified laboratory. The Laboratory's results reporting timeframe must not exceed 10 business days.
3. Contractor must use pre-acidified collection bottles for all samples. Samples for each category of testing must be collected and submitted as a group for each location (i.e. all initial samples for each School even when collected on different days must be submitted to the lab as a group (this approach must be duplicated for flush and post-remediation samples).
4. Contractor must provide a Lead in Water (LIW) database system and associated equipment for the inventorying and sampling of drinking water outlets. MCPS will provide previous lead in water testing data (EDDs, other relevant documents). The system must have the following capabilities:
 - a. Scan Barcodes
 - b. Store and Modify outlet information in real-time
 - c. Photograph and generate records of outlet photos with appropriate identifying information
 - d. Generate queries and export data
 - e. Web Accessible option to allow MCPS to track progress in real-time
 - f. Generate Chain of Custody (COC) which is to be submitted to Laboratory performing analysis
5. Additionally, the Contractor must provide the following:
 - a. Laboratory Results Reporting Form (EDD) (initial and flush samples)
 - b. Remedial Plan of Action Form
 - c. Completion of Remediation Form

There are three categories of testing: (1) Initial first-draw sampling, (2) Flush sampling, and (3) Post-remediation sampling.

- B. The contractor should plan to visit the school at least twice for initial first draw and post-

remediation initial sampling. The first visit is to verify the sample fixtures are appropriately barcoded, and install a barcode if necessary. The second visit is to take the actual sample on the following day. The timing of the sampling is intended to comply with the MDE regulations.

1) Initial First-Draw Sampling Method:

- a. Confirm all primary drinking water outlets are barcoded, as needed. Create and update LIW system records.
- b. Newly constructed areas (new schools or additions) will need initial barcodes to be affixed to drinking outlets and recorded in the LIW system.
- c. Affix “Do Not Drink Handwashing Only” signage to the faucet side associated with the classroom combination sinks (i.e. faucet and bubbler) and bathroom faucets.
- d. Do not take samples from bathroom and classroom combination sink faucets or other outlets clearly signed as “Do Not Drink Handwashing Only”.
- e. Do not affix “Do Not Drink Handwashing Only” stickers to faucets located in special education and home economics classrooms. Faucets in these rooms must be sampled.
- f. Do take samples from faucets located in health rooms, kitchens and teacher or staff lounges.
- g. Photograph all outlets sampled Contractor’s database must be able to generate records of outlet photos with required identifying information (barcode ID, description, location etc.).
- h. Flush faucets and bubblers for one minute, and water fountains with reservoir tanks for five minutes the day before sampling to provide an 8-18-hour stagnation period.
- i. Initial first-draw sample is collected in a 250 mL labeled sampling bottle from the cold water tap.
- j. Samples are to be delivered to the laboratory with completed COC.
- k. Sample locations will be identified by the Contractor on school floor plans (Contractor should collect floor plans from the School’s Main Office).
- i. Additional visits may be required to collect samples from drinking water fountains and combination bubbler/bottle filling stations that share a water inlet.

2) Flush Sampling Method:

- a. Flush sampling must be completed within five days of contractor receiving the laboratory report of the initial sample results.
- b. Flush sample is collected in a 250 mL labeled sampling bottle after the cold-water tap has been run for at least 30 seconds.
- c. Samples are to be delivered to the laboratory with completed COC.

3) Post-remediation Sampling Method:

- a. Remedial follow-up first-draw sampling must be completed within 5 days of contractor receiving notification of completed remedial actions.
- b. Flush faucets and bubblers for 1 minute, and water fountains with reservoir tanks for 5 minutes the day before sampling to provide an 8-18-hour stagnation period.
- c. Remedial follow-up first-draw sample is collected in a 250 mL labeled sampling bottle from the cold water tap.
- d. Samples are to be delivered to the laboratory with completed COC.

Submittals to be delivered to MCPS

- a) The analytical data will be compiled into the following reports for each facility, where applicable:
 1. Elevated Lead Water Sample Result(s) email shown in **Attachment B** to be submitted to MCPS no later than the morning of the next school day after receipt of the laboratory report.
 2. The Initial testing report as shown in **Attachment C**.
 3. The Initial testing report in **Attachment D** will include all the details of the Attachment C report plus a detailed map of the facility showing locations where samples were taken as well as the laboratory report and completed Chain of Custody (COC).
 4. Remedial follow-up first-draw testing report in **Attachment E**. The reports will be provided electronically.
 5. The reports provided in Attachments C, D and E should be submitted to MCPS no later than five school days after receiving laboratory data.

In addition to the reports above, the following MDE documents need to be completed and submitted to MCPS:

- b) Page 1 of the MDE Sample Collection form in **Attachment F** provided electronically to MCPS not later than five school days after receipt of relevant laboratory report(s).
- c) Laboratory Results Reporting Forms (EDD) in **Attachment G** for initial first-draw and flush samples which must be provided electronically to MCPS with five school days of receipt of laboratory reports.
- d) Page 1 and 2 of the MDE Sample Summary Certification form in **Attachment H** and provide electronically to MCPS no later than 10 school days after completion of initial testing. The MCPS designated responsible person will sign this form.

- d) Page 1 of the MDE Certification of Elevated Lead Sample Result(s) Notice in **Attachment I** which must be provided electronically to MCPS within five school days of receipt of Initial First-Draw laboratory report.
- e) Remedial Plan of Action Form in **Attachment J** which must be provided electronically to MCPS within five school days of receipt of Flush Sampling laboratory report.
- f) Completion of Remediation Form in **Attachment K** which must be provided electronically to MCPS within five school days of receipt of Remedial Follow-Up First-Draw sampling laboratory report.

Included as part of this solicitation are:

Attachment A – MCPS Drinking Water Outlet Data

Attachment B – Elevated Lead Water Sample Result(s) Email Template

Attachment C – Initial Testing Report Template

Attachment D – Initial Testing Report Template with Floor Plan, COC, Lab Report Template

Attachment E – Remedial Follow-Up First-Draw Testing Report Template

Attachment F – MDE Sample Collection Form

Attachment G – Laboratory Results Reporting Forms (EDD)

Attachment H – MDE Sample Summary Certification Form

Attachment I – MDE Certification of Elevated Lead Sample Result(s) Notice

Attachment J – Remedial Plan of Action Form

Attachment K – Completion of Remediation Form

SYSTEMWIDE QUOTATION FORM

	Approx. # of Facilities (for info purposes only)	Approximate average # of outlets/facility*	Price per Initial Sample \$	Total Cost
Elementary Schools	54	50		
Middle Schools	18	40		
High Schools	14	70		
Other Facilities	1	20		
Total	87	n/a	n/a	

* Number of outlets is an approximation.

Proposed Unit Prices:

Category	Unit Price
Initial First-Draw Sample#	
Follow-Up Flushed Sample	

#This initial sample rate refers to sampling, as requested, which will occur at a time other than that of initial sampling (i.e. room could not be accessed).

Category	Approximately # of outlets	Unit Price	Total Cost
Post-Remediation Sample ⁺	300		

The post-remediation rate refers to sampling, as requested, which will occur at a time other than that of the schoolwide initial sampling

Note: Proposal is based on the approximate quantities provided, payments will be made for actual samples completed only.