

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 4202.5.2

Radon Testing at Various locations

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

Bids due Time: 2:00 P. M.

Bids due Date: **October 17, 2025** Electronic responses are accepted for this project
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

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

Montgomery County Public Schools (MCPS) is requesting bids from the only pre-qualified contractors under solicitation 4202.5, who have the ability to perform Radon Testing Services necessary in various MCPS schools/offices.

MCPS currently has 211 educational facilities new schools are planned, as well as on-going school modernizations and additions.

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

Request to Conduct Radon Testing in MCPS Facilities 2026-2027

It is the intention of Montgomery County Public Schools (MCPS) to conduct radon testing of its facilities.

This work is to be designed and executed by a company who employs a professional who has experience specific to radon measurement in schools. The project team must include an individual who is certified by the National Radon Proficiency Program (NRPP) or the National Radon Safety Board (NRSB). The methodology used to create specific building sampling strategies including but not limited to items like identifying sample locations based on occupancy, building design and HVAC operation; implementing project quality control; result interpretation and recommendation formulation; and preparation of project deliverables all need to follow the Protocol for Conducting Measurements of Radon and Radon Decay Products in Multifamily, School, Commercial and Mixed-Use Buildings (ANSI/AARST MA-MFLB-2023).

- a) The contractor must have field staff that has been fingerprinted and have MCPS badges by the first sampling week.
- b) Initial testing will occur between November 3, 2025 and January 15, 2026. All follow-up sampling should be completed by the March 31, 2026 with final reports received by April 30, 2026.
- c) MCPS requests three-day short-term testing be completed using a screening device that is included on the list of approved devices found on the National Radon Proficiency Program (NRPP) at <http://aarst-nrpp.com/wp/approved-devices/>
- d) The contractor is to deploy devices in occupied rooms throughout the school (except where indicated) as defined in the Protocol for Conducting Measurements of Radon and Radon Decay Products in Multifamily, School, Commercial and Mixed-Use Buildings (ANSI/AARST MA-MFLB-2023)
- e) Three days later, the contractor will return to the facility to recover sampling devices; again, the entire three-day sampling period should be during times of regular occupancy. Testing during weekends or school break times is not permitted.
- f) The Contractor will label the samples and send them to a lab certified through AARST- NRPP using appropriate chain of custody documentation.
- g) Canisters must be received by the laboratory within three days of sample collection.
- h) The analytical data will be compiled into a report for each facility. Each report will summarize and describe findings and results and identify areas of conformance/non-conformance; recommendations for conformance with applicable standards will be included. A detailed map of the facility showing sample locations as well as the actual laboratory report (including quality control sample results) must be included. The report will be provided as hard copy and electronic format. The report should be submitted to MCPS within two weeks after the conclusion of sampling.

- i) In addition to the facility report above, all testing data will be provided in an excel spreadsheet using specified column titles shown below. This file will be provided electronically.
- j) The contractor will determine the number and type of quality control samples needed to meet minimum control criteria as described in the Protocol for Conducting Measurements of Radon and Radon Decay Products in Multifamily, School, Commercial and Mixed-Use Buildings (ANSI/AARST MA-MFLB-2023)
- k) All spiked QC samples will be priced separately. Based on experience, additional sampling will likely be needed due to a variety of factors. It is not possible to predict the number of additional samples required. The successful contractor will need to conduct all follow-up sampling at locations where initial results were ≥ 4.0 pCi/L, or other locations as needed (missing samples).

Column titles to be reported in Excel spreadsheet of testing data

Unique Identifier	Location Description	Start Date	Start Time	End Date	End Time	Actual Temp	Facility	MCPS Facility Number
Building	Floor	Numerical Result	Result	Variance	Analysis Notes	Analysis Date		
Percent(%) Moisture	Sample Type	Sample Media	QC Sample?	Type of QC Sample	Location Barcode			
HVAC on at Placement?	HVAC on at Pickup?	Dehumidifier Present and On?	Dehumidifier Present and Off?	Ceiling Fans Present and On?	Average Outdoor Temperature (degree F)			
Average Indoor Temperature (degree F)	Placement Tech	Pickup Tech	PM Certification Number	High Winds or Severe Weather?	Laboratory Code	Consultant Code		

Radon testing for this project to be completed as follows:

Conducted per American Association of Radon Scientists and Technologists (AARST)

Contractor to clearly communicate with MCPS on testing schedule and any revisions, so that MCPS can ensure that HVAC system is operating continuously throughout the test.

Approximate **50** schools/facilities (list will be provided upon award)

MCPS anticipates that approximately **4,000** samples (initial, follow-up, QC) will be needed to complete this project.

Up to 18 spiked quality control samples may be required for this project.

Initial testing will occur between November 3, 2025 and January 15, 2026. All follow- up sampling should be completed by the March 31, 2026 with final reports received by April 30, 2026

Individual school testing reports should be delivered to MCPS without delay within two weeks of conclusion of sampling.

QUOTATION FORM**COMPANY NAME:** _____

All terms and conditions of Invitation for Bid 4202.5 dated October 15, 2024 are hereby incorporated and made a part of this solicitation.

The undersigned, having carefully examined the documentation submits pricing to furnish all labor, materials and equipment necessary to properly complete all the work required for this project within the timeframe required as specified.

MCPS anticipates approximately **4,000** samples will be needed to complete this project at a total of **50** schools/facilities

Approximately 90% initial samples
 Approximately 10% follow-up samples
 Approximately 18 spiked quality control samples

Proposals should be based on the estimated quantities listed above.

Per sample price for all initial screening samples. Including placement, retrieval, analysis, reporting and any other support activities to complete the sampling.

Description	Quantity	Unit Price	Total
Initial Screening Samples	3,600	\$ _____	\$ _____
Follow up samples	400	\$ _____	\$ _____
Spiked Quality Control samples	18	\$ _____	\$ _____

Total estimated cost for this project:

_____ dollars

\$ _____

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

