

**Office of Finance  
Division of Procurement  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland**

**Invitation For Bid #7149.6,  
Tires, Purchase, Mounting, Balancing and Alignment**

**GENERAL CONDITIONS AND SPECIFICATIONS**

**I. GENERAL CONDITIONS**

**A. Intent**

The specifications contained herein are intended to cover the mounting, balancing and alignment of newly purchased tires at the awarded bidder's facility(s). Montgomery County Public Schools (MCPS) preference is for contractor to have a location within 25 miles from Rockville, MD. MCPS vehicles will be dispatched to the awarded bidder service location for alignments, repair, rotation, balancing, inspection and the purchase of new tires.

**B. 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 they be awarded the contract. Awards may be made to one successful bidder submitting the lowest aggregate quotation on items of a similar nature or on an individual item basis. MCPS also reserves the right to add additional items or additional vendors throughout the contract term should here be a need for items not available from the awarded vendors. However, the Board reserves the right to make awards according to the best interest of the Board of Education of Montgomery County, Maryland.

**C. 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. Montgomery County Public Schools (MCPS) reserves the right to extend this contract at existing prices, terms and conditions for up to four additional one-year terms. Written notice indicating MCPS' intention to pursue the extension of the contract will be issued to the successful bidder 90 days prior to the expiration of the original contract. The bidder will have 10 days from the date of notification to return the notice acknowledging its intent to accept or reject the extension. Once all responses are evaluated, MCPS staff may make a recommendation to the Board of Education to extend the contract or decide to rebid. If the contract extension is approved by the Board a contract amendment will be issued.

**D. Provision for Price Adjustment**

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

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

Price increases will not be considered for the first 90 days of the contract. Thereafter the successful bidder(s) must submit a written request for price relief. The request for a price increase shall include documentation from the manufacturer to verify the basis for such request. MCPS reserves the right to accept or reject the request as may be determined to be in the best interest of MCPS. Any orders received prior to a request for a price increase shall be honored at the original contract price. If the request for a price increase is approved, a contract amendment will be issued.

#### E. Deviations

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

#### F. Quotations

No bidder will be allowed to offer more than one price for each service even though he may feel that they are able to offer two or more services that will meet specifications. Bidders must determine for themselves which to offer. If said bidder should submit more than one price on any service, all prices will be rejected. However, this stipulation does not preclude the offering of new services which do not meet specifications in every respect from being offered as a separate item for consideration for future bids. Such product should be identified as a new product and a brief explanation written as a part of the offer detailing the advantages that can normally be expected of this service over the service specified.

Bidder shall name a unit price on each item bid upon. Any bid in which the bidder names a total price for all the articles without quoting a price on each and every separate item may be considered informal. If there is any discrepancy between the unit cost and total cost, the unit cost shall prevail.

#### G. Quantities

MCPS shall not be obligated to purchase any specific quantity. Quantities in this request are subject to change and purchases are dependent upon the requirements of MCPS and on budgetary limitations. Orders will be placed from time to time throughout the contract term for delivery to individual locations. Minimum quantity orders will not be accepted.

#### H. Interpretation of Specifications

Bidders are informed that they shall provide **first tier** tires in conformance to quality standards equal to the brand specified and the tires must meet motor vehicle safety standards of the National Highway Traffic Safety Administration, U.S. Department of Transportation

**I. Inspection of Premises**

Prior to award and at any time throughout the contract and without prior notification, MCPS reserves the right to inspect any of the awarded bidder's facilities. MCPS also reserves the right to inspect the mounting, balancing or alignment process in progress at any time throughout the length of the contract. Bidders shall provide the address of their primary facility below; however, MCPS reserves the right to inspect any of the awarded bidder's facilities at any time throughout the contract term. Provide location where you will be servicing MCPS vehicles, if more than one location throughout the county please list on a separate sheet.

Street \_\_\_\_\_

City, State \_\_\_\_\_

**J. Service Availability**

Prompt and adequate service capability will be an important consideration under this bid. Contractor will be required to schedule service within five business days of service request made by MCPS. Preference may be given to bidder(s) offering more than one service location throughout Montgomery County, Maryland.

**K. Warranty**

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

**L. Invoices**

The awarded bidder shall provide an invoice for each vehicle serviced. The invoice shall exactly reflect the bid pricing, clearly reference the work provided, and show a checklist of work completed. The invoice shall also include the following information:

1. Description of services rendered
2. Tire size changed/repaired, number of tires serviced
3. MCPS vehicle identification number and license number
4. Date and time stamp
5. Signature of authorized MCPS representative

A copy of the invoice shall be presented to the MCPS authorized representative who brought in the vehicle at the time of service. Invoices for payment shall be submitted to the Auto Parts Supervisor, DOT Fleet Maintenance, 16551 Crabbs Branch Way, Rockville, MD 20855

**M. Emergency Purchases**

MCPS reserves the right to make emergency purchases from other sources should the awarded bidder be unable to provide the item and/or service(s) within a twenty-four-hour timeframe.

**N. Customer References**

Bidders are required to provide three references. The references shall have company name, contact person, address and phone number of three current customers for which a contract for similar size and products have been provided. If the reference information is not accurate and MCPS cannot contact the person(s) named then your bid may not be considered.

<u>Company Name &amp; Address</u>	<u>Person</u>	<u>Number</u>
1. _____		
Email: _____		
2. _____		
Email: _____		
3. _____		
Email: _____		

**O. Award Criteria**

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

**P. Special Conditions**

1. Audit Provisions - MCPS shall have the right to examine the successful Bidder(s) records pertaining to work performed under the contract to determine and verify their compliance with all contractual conditions. MCPS shall be granted access to such records at all reasonable times during the contract period and for three years thereafter.
2. Contingent Fee - The successful Bidder(s) hereby represents that they have not retained anyone to solicit or secure this contract from MCPS upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for bona fide employees or bona fide established commercial selling agencies maintained by the person so representing for the

purpose of securing business, or any attorney rendering professional legal services consistent with applicable canons of ethics.

- 3. Assignments - Neither this contract nor any interest therein nor claim thereunder shall be assigned or transferred by the successful Bidder(s) except as expressly authorized in writing by MCPS and no contract shall be made by the successful Bidder(s) with any other party for furnishing any of the work or services herein contracted for without the written approval of MCPS.
- 4. Disputes – Any dispute concerning a question of fact arising under this contract shall be disposed of by written agreement between the contractor and the contracting officer. Pending final decision of a dispute hereunder, the contractor shall proceed diligently with the contract performance.

**Q. Internship Program**

MCPS has introduced a new program geared to offer our scholars the opportunity to gain experience with employers before they leave high school by participating in programs such as apprenticeship, internship, site-based work experience and other available programs.

If awarded for the subject bid will be interested willing to offer an MCPS student this opportunity.

If so would you please open the below link and fill out the google sheet, if you are not able to participate please respond to this email at your earliest convenience.

<https://www.montgomeryschoolsmd.org/departments/work-based-learning/employers/>

A negative reply will not adversely affect consideration of your contract.

Yes, I am interested \_\_\_\_\_

No, I am unable to participate \_\_\_\_\_

**R. Contractors’ Obligation Regarding Criminal Records of Individuals Assigned to Work in MCPS Facilities N/A**

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 § 5-561 of the Family Law Article of the Maryland Code, each contractor and subcontractor shall require that any individuals in its work-force must undergo a criminal background check, including fingerprinting, if the individuals will work in a MCPS school facility in circumstances where they have direct, unsupervised, and uncontrolled access to children. The term “work-force” in this and the preceding section refers to all of the contractor's direct employees, subcontractors and their employees, and/or independent contractors and their employees that the contractor uses to perform the work required by the contract.

Fingerprinting for the criminal background check may be performed by the MCPS Office of Human Resources and Development, 45 W. Gude Drive, Rockville, MD 20850, or through another service approved by MCPS. Individuals fingerprinted by MCPS will be required to provide written consent, and MCPS will maintain copies of all records for criminal background checks performed by MCPS. If the contractor uses another service approved by MCPS, the results of the criminal background check must be provided to MCPS for record keeping. A list of MCPS approved fingerprinting agencies can be found on the Procurement Unit website at <http://www.montgomeryschoolsmd.org/departments/procurement>.

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

Once the contract is awarded, the contractor is responsible for implementing the background check process. An individual in the contractor's work-force may not begin work in a MCPS school facility on an assignment where the individual will have direct, unsupervised, and uncontrolled access to children, until: (a) the background check results for that individual have been received by MCPS; (b) the contractor certifies to MCPS that the individual has received training and/or reviewed informational materials, as appropriate, regarding recognizing, reporting, and preventing child abuse and neglect, consistent with the content provided in training for MCPS employees; and (c) the individual obtains a MCPS identification badge. The badge will be issued by the MCPS Department of 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.

#### **R. eMaryland Marketplace (eMMA)**

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

#### **S. Multi-Agency Participation**

MCPS reserves the right to extend the terms and conditions of this solicitation to any and all other agencies within the state of Maryland as well as any other federal, state, municipal, county, or local

governmental agency under the jurisdiction of the United States and its territories. This shall include but not be limited to private schools, parochial schools, non-public schools such as charter schools, special districts, intermediate units, non-profit agencies providing services on behalf of government, and/or state, community and/or private colleges/universities that required these goods, commodities and/or services. Use of this solicitation by other agencies may be dependent on special local/state requirements attached to and made a part of the solicitation at time of contracting. The supplier/contractor agrees to notify the issuing agency of those entities that wish to use any contract resulting from this bid and will also provide usage information, which may be requested. A copy of the contract pricing and the bid requirements incorporated in this contract will be supplied to requesting agencies. Each participating jurisdiction or agency shall enter into its own contract with the Award Bidder(s) and this contract shall be binding only upon the principals signing such an agreement. Invoices shall be submitted “directly” to the ordering jurisdiction for each unit purchased. Disputes over the execution of any contract shall be the responsibility of the participating jurisdiction or agency that entered into that contract. Disputes must be resolved solely between the participating agency and the Award Bidder. MCPS assumes no authority, liability, or obligation on behalf of any other public or non-public entity that may use any contract resulting from this bid MCPS pricing is based on the specifications provided in this solicitation. A negative reply will not adversely affect consideration of your bid/proposal.

#### T. Addenda/Errata

Changes and addenda to a solicitation may occur prior to the solicitation opening date and time. It is the bidder’s responsibility to check the MCPS Procurement website under “Event Calendar” at <http://www.montgomeryschoolsmd.org/departments/procurement/> or contact the Procurement Unit by email at [Procurement@mcpsmd.org](mailto:Procurement@mcpsmd.org) or [Joey A. Redman@mcpsmd.org](mailto:Joey_A_Redman@mcpsmd.org) to verify whether addenda/errata have been issued. Failure to provide the signed acknowledgement of the addenda/errata may result in the bid being deemed non-responsive.

#### U. Inquiries

Inquiries regarding this solicitation must be submitted in writing, to Joey Redman, Buyer I, Montgomery County Public Schools, Procurement Unit, 45 West Gude Drive, suite 3100, Rockville, Maryland 20850, fax number 301-279-3173. 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.

Bidder 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 website address is: <http://www.montgomeryschoolsmd.org/departments/procurement/>