

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

Invitation For Bid #9006.8, Shade and Upholstery Materials

GENERAL CONDITIONS AND SPECIFICATIONS

GENERAL CONDITIONS

A. Intent

The specifications contained herein are intended to cover the furnishing and delivery of shade/upholstery materials described herein to be delivered to various Montgomery County Public Schools, (MCPS) locations throughout Montgomery County, Maryland as specified on each purchase order.

B. Delivery

Delivery will be required within 10 days after receipt by the successful bidder(s) of a purchase order issued and signed by the director of the Department of Materials Management, or an order placed by an authorized representative using the MCPS Purchasing Card.

PART A of the item specifications are items that are stocked in the MCPS Warehouse. Scheduled deliveries will be made to the MCPS Supply and Property Management, 502 N Stonestreet Avenue, Rockville, MD 20850, between 7:00 a.m. and 2:00 p.m., Monday through Friday, excluding school holidays. All deliveries are by **appointment only**. Contact 301-279-3346 to schedule appointments. All appointments shall be scheduled at least 24 hours in advance, but may be made further in advance to assure appointment availability. MCPS reserves the right to reject deliveries made without an appointment.

PART B and C of the items specifications are to be delivered to MCPS Division of Maintenance, located at 8301 Turkey Thicket Drive, Building A, 1st Floor, Gaithersburg, MD 20879.

C. 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 bidder submitting the lowest aggregate quotation on items of a similar nature or on an individual item basis. However, the MCPS Board 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.

D. 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 ten 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 is extended by the Board of Education a contract amendment will be issued.

E. 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 anytime 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 is 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 Procurement Unit of any announced manufacturer's price reductions and give immediate benefit to MCPS in a proportionate amount.

Reduction of discounts offered shall not be considered the entire contract term; Contractor must provide an update price list to apply the discount to current prices.

Price increases will not be considered for the first 180 days of the contract. Thereafter the successful bidder 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 and submit current catalogs. 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.

F. Descriptive Literature

When bidding products other than the brand and model specified, bidders are required to furnish with their bid proposal literature properly bound and labeled showing full illustrations and detailed specifications on items bid. The literature and specifications are to be arranged and labeled according to item sequence. The literature shall be clearly marked with the bid number, item number and company name. Bidders shall show the manufacturer's code and catalog number of the item offered. Failure to submit marked descriptive literature may result in disqualification.

G. Samples

Samples may be required subsequent to the bid opening. Samples must be received within three business days of notification. Notification will be made in writing or by telephone. Samples shall be sent to MCPS, Procurement Unit, 45 West Gude Drive, Suite 3100, Rockville, MD 20850. The outside of the

sample package shall be marked "Samples" and identified with bid number affixed to packaging.

H. Brand Names

Except where stated as "only" in the item description, reference to brand names, code or model numbers is offered as a point of reference in order for bidders to consider style, sizes, weights, and similar characteristics. The use of such brand names should not be interpreted as the exclusive brand desired.

In the brand column state the brand name, code or model number on each item being offered, even if bidding the specified brand. If a brand and code or model number is not shown your bid may not be considered.

If an item specification shows code or model numbers that have been discontinued, the bidder shall so state and indicate the current code or model number.

I. Interpretation of Specifications

The commodities listed are specified to meet our minimum requirements. Therefore, Bidders are informed that they must provide the items in conformance to quality standards equal to the brand specified.

J. 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.

K. Quotations

No bidder will be allowed to offer more than one price on each item even though it may feel that it has two or more types of styles that will meet specifications. Bidders must determine for themselves which to offer. If said bidder should submit more than one price on any item, all prices for that item will be rejected. However, this stipulation does not preclude the offering of new products which do not meet specifications in every respect from being offered as a separate item for consideration for future bids. Such product shall be offered under separate cover, 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 product over the product specified.

A bidder may restrict its bid to consideration in the aggregate by so stating, but 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.

On line items that may have a difference in pricing depending on the quantity i.e. 1 to 10 yards are one price and 11 yards and up may have a different price, PLEASE SPECIFY IN THE SPACE PROVIDED PER ITEM.

L. Quantities

Quantities in this request are based upon prior usage and are subject to change and are dependent upon current requirements of MCPS and on budgetary limitations. However, MCPS shall not be obligated to purchase any specific quantity. Orders will be placed from time to time throughout the contract term for delivery to the location indicated on the purchase order.

Any changes in quantities must be authorized in writing by MCPS in advance of delivery, including changes due to roll/bolt rather than cut yard purchases or vice versa. If a purchase order was issued, vendor must have a revised purchase order before shipping any quantity other than the quantity stated on the purchase order.

M. 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.

N. Price Lists for Percent Off items

PART C of this solicitation is based on a percentage off Manufacturer's price lists. Bidders are required to submit with their bid response current catalogs and price lists that will apply to the percentage off discount offered. Bidder's name, address and bid number shall appear on all catalogs and price lists. If a

price list has more than one column of pricing, bidders shall clearly mark the column that represents the column that the percentage off discount offered shall apply. If MCPS cannot determine what column and/or catalog applies to the discount, your bid will not be considered for that item. Bidders can provide prices on a flash drive however catalogs/price sheets are preferred for evaluation purposes to determine lowest cost to MCPS. Price listing on flash drive is acceptable throughout the term of the contract for ordering purposes and price updates. New catalogs/flash drive shall be provided to the Division of Maintenance as updated by the Manufacturer.

The cover of the price list shall contain:

1. Bidder's name, address, and telephone number
2. Bid number
3. Bid opening date

O. Invoices

Bidder(s) are required to follow the instructions on each purchase order for the submissions of invoices.

Division of Maintenance invoices should be sent to Montgomery County Public Schools, (MCPS) Division of Maintenance, 8301 Turkey Thicket Drive, Building A, 1st Floor, Gaithersburg, MD 20879. In addition, for any and all months with financial activity, the bidder is required to submit a monthly statement via e-mail to DOMaccounting@mcpsmd.org or via fax to (301) 284-4935.

P. 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 & Address</u>	<u>Contact Person</u>	<u>Phone Number</u>	<u>Contract Number</u>
1. _____			
Email _____			
2. _____			
Email _____			
3. _____			
Email _____			

Q. Award Criteria

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

R. eMaryland Marketplace Advantage

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 supplier register at <https://emma.maryland.gov/> 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. Submission of Bid

Bid must be submitted in a sealed envelope to Procurement Unit, 45 West Gude Drive, Room 3100, Montgomery County Public Schools, Rockville, MD 20850 no later than the date and time specified on the Bid Document. Bidders shall identify their bid envelope with the bidder's name and clearly marked with bid number and description. Bidders may wish to reproduce and retain an additional copy for your files.

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

U. **Addenda/Errata**

Changes and addenda to a solicitation may occur prior to the solicitation opening date and time. It is the sole responsibility of the bidder to check the “Event Calendar” on the MCPS website <http://www.montgomeryschoolsmd.org/departments/procurement/> or contact Anissa Black, Buyer, in the Procurement Unit at 301-279-3123, 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.

V. **Inquiries**

Inquiries regarding this solicitation must be submitted in writing, to Anissa Black, Buyer, 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/>

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 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.

II. DETAILED SPECIFICATIONS

A. SPECIFICATIONS FOR AUDIOVISUAL VENETIAN BLINDS, ITEMS 6187 AND 28244

CONDITIONS OF CONTRACT

- a. All blinds shall be of first grade quality.
- b. Blinds shall be constructed so they may be easily removed from window for disassembly and maintenance.
- c. Prices shall be quoted on a square foot basis with a minimum charge of 12 square feet per blind allowed except for mini blinds, item 6190.
- d. Color: Eggshell--both tape and slats OR white --both tape and slats.
- e. All blinds shall have both tilt cords and pull cords extending to within 18 inches of the overall length of the blind when the blind is extended down as far as it will go unless a floor to sill measurement is given.
- f. ALL BLINDS SHALL BE INDIVIDUALLY WRAPPED AND TAPED IN PAPER AND THE SIZE OF EACH SCHOOL/OFFICE MUST BE CLEARLY MARKED ON OUTSIDE OF PACKAGE.
- g. All blinds cited herein shall carry a ten-year written guarantee on all component parts from date of installation against defects in materials under normal usage. Defective parts will be replaced, free of charge, by the dealer.
- h. Replacement parts shall be available for a period of ten years.

CLASSIFICATION

- a. Type I single pull- lift type; Aluminum slats - 90" or less in width and not more than 60 square feet in area.
- b. Type II Compound or easy lift type; Aluminum slats - 90" to 144" wide, and not more than 120 square feet in area. When compound blinds are assembled, corresponding parts of the heavy-duty blinds shall be used in the head and bottom rail assemblies.

B. SPECIFICATIONS FOR MINI BLINDS, ITEMS 6190, 41565, 41564 AND 41566,

- a. Mini blinds listed shall be at a percentage off list price. PRICE LIST MUST ACCOMPANY BID. Discounts are to be taken from retail price lists.
- b. Brands stating "Only" will be the only brand accepted.
- c. Bidder must furnish most recent color chart on brand of mini blinds being bid.
- d. Only aluminum slats will be accepted (no plastic or vinyl).

MATERIAL AND CONSTRUCTION

- a. All material shall be new, commercially perfect, and of first quality.
- b. All hardware shall be free from burrs, fins, and sharp edges.
- c. All operating mechanisms shall be fastened to housing without use of tools, rivets, or bolts.
- d. All metals parts shall be properly plated with high-grade rust preventative.
- e. Paint coverage shall be smooth and uniform and all exposed parts shall be matching in color.
- f. All exposed parts shall be treated with a positive paint bond.
- g. All blinds shall be constructed in a workmanlike manner and have proper inspection before delivery.

C. SPECIFICATIONS FOR FIBERGLASS SHADE CLOTH**SHADE CLOTH SPECIFICATIONS**

- a. 100% Glass-fiber base
- b. Straight hanging
- c. Long wear
- d. Shadow free opacity
- e. Easy wash ability
- f. Energy conservation
- g. Flame resistance

PHYSICAL PROPERTIES

- a. Inherited Flame Resistant (IFR)
- b. Trigras offers permanent flame resistance, as an extra measure of safety, due to its fiberglass and vinyl construction. Meets the federal government specifications CCC-C-521e.
- c. National Fire Protection Association specification NFPA No. 701 (small scale), Flame Resistant Textiles, Films.
- d. Federal Test Method Standard 181A Test Method 5903.

FABRIC WEIGHT

- a. Total weight is 12 oz. per square yard unless otherwise noted.
- b. Wash ability: the material can be washed on both sides when gently scrubbed with a mild five percent detergent solution in warm water. Color fastness: The material shall withstand without significant color change, 500 hours in a Fadometer at 105 degrees and 300 hours in a Weatherometer. Color uniformity: Trigras is held to commercial color variation. However, dye lot identity is not retained in manufacturing. Textile strength: Minimum thread count at the base fabric used in Trigras is 60 threads per square inch. The minimum lensite strength of this material per 1" strip shall be 130 pounds in the warp direction and 120 pounds in the falling direction.

D. SPECIFICATIONS FOR ALL CUT YARD, BOLT AND ROLL ITEMS

MCPS has the right to determine the most cost-effective option. As a result, bidder must offer both cut yard and roll/bolt pricing for each item. After an order is placed, any changes in quantities must be authorized in writing by MCPS in advance of delivery, including changes due to roll/bolt rather than cut yard purchases or vice versa. **If a purchase order was issued, vendor must have a revised purchase order before shipping any quantity other than the quantity stated on the purchase order.**

E. CERTIFICATE OF FLAME RESISTANCE

Under current Fire Marshal regulations, the vendor must provide a Certificate of Flame Resistance with every shipment for all items as indicated in the item specifications.