

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

**Invitation for Bid 9063.14, Football Supplies and Equipment**

**GENERAL CONDITIONS AND SPECIFICATIONS**

**A. Intent**

The specifications contained herein are intended to cover the furnishing and delivery of football supplies and/or equipment described herein. Deliveries are to be made to various Montgomery County Public Schools (MCPS) locations within Montgomery County, Maryland.

**B. Delivery**

Delivery shall be required within 30 days after receipt by the successful bidder(s) of a purchase order issued and signed by the director of the Department of Procurement or an order placed by an authorized representative using the MCPS Purchasing Card.

Deliveries to schools will be accepted between the hours of 8:30 a.m. and 3:00 p.m., Monday through Friday only excluding school holidays. Successful bidder(s) shall schedule their deliveries accordingly. The MCPS Board of Education will not be responsible for freight charges for re-shipping when shipments are refused due to faulty scheduling.

**C. Contract Term**

The term of the contract shall be one year as stipulated in 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 terms. A written notice indicating MCPS's intention to pursue the extension of the contract will be issued to the successful vendor(s) 90 days prior to the expiration of the original contract. The vendor(s) will have 10 days from the date of notification to return the notice acknowledging their 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.

**D. Descriptive Literature**

When bidding products other than the brand and model specified, all bidders are required to furnish 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 the item sequence. The literature shall be clearly marked with the bid number, item number, and company name. Vendors shall show the manufacturer's code and catalog number of the item offered. Failure to submit marked descriptive literature may result in automatic disqualification.

**E. Interpretation of Specifications**

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

**F. Samples**

Samples may be required subsequent to bid opening on all items unless bidding on the specified brand and model. Samples shall be separate from the bid response and shall be forwarded to MCPS, Department of Procurement, 45 West Gude Drive, Suite 3100, Rockville, MD 20850. The outside of the sample package shall be marked "Samples" and identified with the bid number affixed to the packaging.

**Samples shall be of sufficient quantity to allow thorough testing of the product and shall be packaged in the same manner as they will be packaged during the contract term.** Each individual sample submitted shall bear the name of the bidder, item number, and bid number and shall be carefully tagged or marked in a substantial manner. If samples are not properly marked, they may not be considered. (See Article XXIV of the General Stipulations and Instructions to Bidders).

**Failure to deliver samples as required will result in automatic disqualification.**

**G. Brand Names**

Reference to brand names and code or model numbers in the attached specifications is offered as a point of reference in order for bidders to consider style, sizes, weights, and similar characteristics. The use of 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 on the specified brand. If a brand, 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.

Commodity descriptions that state "Only a specified brand will be considered" are brands that have been evaluated and tested for inclusion on this bid and are the only brands acceptable at this time. Other brands will be evaluated and tested by MCPS if materials are submitted at no cost to MCPS. Testing normally requires a minimum of 60 days to complete; therefore, your samples for testing may be approved for a future bid if the evaluation is satisfactory.

The following procedures should be followed for evaluations and testing of other brands:

1. Bidders must send requests in writing to the Department of Procurement to request an evaluation.
2. The Department of Procurement will notify the bidder when and where the sample must be delivered.
3. Samples will be submitted at no cost to MCPS.

4. MCPS will notify the bidder if the evaluation is satisfactory and accepted for future bids.

**H. 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.

**I. Quantities**

Quantities in this request are an estimate 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 may be placed from time to time throughout the contract term for delivery to individual locations.

**J. Quotations**

**Prices offered shall INCLUDE any and all shipping and/or handling costs.** Responses indicating that shipping and/or handling, restocking, or return shipping fees in addition to the price quoted shall not be considered for award.

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 a product shall be **offered under a separate cover**, identified as a new product, and a brief explanation written as a part of the offer detailing the advantages which 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 the total cost, the unit cost shall prevail.

The 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, the terms and conditions of the solicitation shall prevail throughout the contract period.

**K. Warranty**

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

**L. Emergency Purchase**

MCPS reserves the right to make purchases from other sources should the awarded bidder(s) be unable to furnish the item within the required time frame

**M. 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 the 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 Procurement 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 180 days of the contract. Thereafter, the successful vendor 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 a 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

**N. 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 the final decision of a dispute hereunder, the contractor shall proceed diligently with the contract performance.

**O. References**

Bidders are required to provide three (3) references. The references shall have the company name, contact person, address, and phone number of three (3) current customers for whom a contract for a similar size and products has been provided. If the reference information is not accurate and MCPS cannot contact the person(s) named, your bid may not be considered.

| Company Name<br>& Address | Contact<br>Person | Phone<br>Number | Contract<br>Number |
|---------------------------|-------------------|-----------------|--------------------|
| 1. _____                  |                   |                 |                    |
| Email: _____              |                   |                 |                    |
| 2. _____                  |                   |                 |                    |
| Email: _____              |                   |                 |                    |
| 3. _____                  |                   |                 |                    |
| Email: _____              |                   |                 |                    |

**P. Invoices**

All invoices shall be submitted in duplicate and must be included with each delivery. The invoice shall contain the purchase order number and the name of the authorized representative and depot receiving the supplies. **All invoices shall be numbered.** To better serve you with fast payments, MCPS now offers Automated Clearing House (ACH) electronic payments and Single Use Accounts (SUA) payments. Payment inquiries of pending invoices after award and/or to obtain more information on ACH or SUA requirements, email [accountspayable@mcpsmd.org](mailto:accountspayable@mcpsmd.org). (See Article XIII, Invoices of the General Stipulations and Instructions to Bidders).

**Q. Submission of Bids**

The bid must be submitted in a sealed envelope to the Department of Procurement, 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 the bid number and description. Bidders may wish to reproduce and retain an additional copy for their files.

**R. eMaryland Marketplace**

Maryland law requires local and state agencies to post solicitations on eMaryland Marketplace. Registration with eMaryland Marketplace 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

**T. Awards Criteria**

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

**U. 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 vendor submitting the lowest aggregate quotation on items of a similar nature or on an individual item basis. However, the 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.

**V. Addenda/Errata**

Changes and addenda may occur prior to the solicitation opening date and time. It is the sole responsibility of the vendor to check the “Event Calendar” on the MCPS website <http://www.montgomeryschoolsmd.org/departments/procurement> or contact the Department of Procurement by email at [Lidia\\_M\\_Gonzalez@mcpsmd.org](mailto:Lidia_M_Gonzalez@mcpsmd.org) and [Procurement@mcpsmd.org](mailto:Procurement@mcpsmd.org) to verify

whether addenda/errata have been issued. Failure to provide the signed acknowledgment of the addenda/errata may result in a bid being deemed non-responsive.

**W. Inquiries**

All inquiries concerning this bid must be submitted in writing to Lidia M Gonzalez, Buyer I, Montgomery County Public Schools, Department of Procurement, Suite 3100, 45 W. Gude Drive, Rockville, Maryland 20850, or by email [Lidia\\_M\\_Gonzalez@mcpsmd.org](mailto:Lidia_M_Gonzalez@mcpsmd.org) and [Procurement@mcpsmd.org](mailto:Procurement@mcpsmd.org). Questions shall 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 quotation will be considered by MCPS as an attempt to obtain an unfair advantage and result in the non-consideration of its bid. The MCPS Procurement website address is <http://www.montgomeryschoolsmd.org/departments/procurement/>

**X. Contractors' Obligation Regarding Criminal Records of Individuals Assigned to Work in MCPS Facilities – Not Applicable**

**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 at any fingerprinting agency approved by the State of Maryland. A list of MCPS approved fingerprinting agencies can be found on the Procurement Unit website at

<https://www.montgomeryschoolsmd.org/departments/procurement/Contractors.aspx>.

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.

Badges will be issued by the MCPS Background Screening Office, located at 850 Hungerford Drive, Suite 137, Rockville, MD 20850. To initiate the fingerprinting and badging process, contractors must submit Form 235-40 to [ContractorObligation@mcpsmd.org](mailto:ContractorObligation@mcpsmd.org). Upon receipt of the completed form, MCPS will provide the mandatory training information and links to schedule required appointments for fingerprinting and badging. Compliance with this process is a condition of performing services on MCPS property.

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.

#### **Y. 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 apprenticeships, internships, site-based work experience, and other available programs.

If awarded for the subject, my company will be interested and willing to offer this opportunity to an MCPS student.

If so, would you please open the link below 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 the consideration of your contract.

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

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

#### **Z. Material Safety Data Sheets**

All vendors offering a brand other than specified are required to submit a material safety data sheet. After the award, the successful vendors shall provide MSDS with each shipment, as required by Federal regulations. All data sheets must be identified by the bid number and item number.

**AA. Certifications**

A certification letter must accompany the bid to certify that the bidder is a bona fide distributor for the manufacturer when offering a percentage discount.