

**THE BOARD OF EDUCATION OF MONTGOMERY COUNTY
MONTGOMERY COUNTY PUBLIC SCHOOLS
PROCUREMENT UNIT
45 West Gude Drive, Suite 3100
Rockville, MD 20850-9999
301-279-3097**

December 20, 2019

INVITATION FOR BID

**9397.7, Fire Alarm, Sprinkler Systems and Fire Hydrants
Inspections/Testing and Services/Repairs**

Bid Opening Time: 2:00PM

Bid Opening Date: January 15, 2020

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.

BIDS RECEIVED AFTER THE BID OPENING TIME AND DATE WILL NOT BE ACCEPTED.

COMPANY NAME: _____

1. Term of Contract: February 25, 2020 through February 24, 2021
2. Terms of Delivery: 30 Days
3. Delivery Destination: Individual Location, Noted on Purchase Order
4. Bid Security Required: Yes
Bid Security must be made payable to Montgomery County Board of Education
5. Performance Bond Required: Yes
- 6a. Samples Required: ☐ Yes ☒ No
- 6b. Sample Delivery Requirements:
 - ☐ Deliver to the Procurement Unit
 - ☐ Deliver to Supply and Property Management
 - ☐ Deliver to the Food Service Warehouse
 - ☐ Other
- 6c. Sample Delivery Time:
 - ☐ Prior to bid opening
 - ☐ At time of bid opening
 - ☐ Subsequent to bid opening

NOTICE TO BIDDERS

The appropriate items below must be completed as part of the bid. Failure to comply may disqualify your bid. Type or print legibly in ink.

I. BIDDER INFORMATION: As appropriate, check and/or complete one of the items below.

- ☐ 1. Legal name (as shown on your income tax return) _____
- ☐ 2. Business Name (if different from above) _____
- ☐ 3. Tax Identification Number _____

A copy of your W-9 must be submitted with this bid response.

II. BIDDER'S CONTACT INFORMATION: This will be filed as your permanent contact information.

- 1. Company Name _____
- 2. Address _____
- 3. Bid Representative's Name _____
- 4. Phone Number(s)/Extension(s) _____
- 5. Fax Number _____
- 6. Email Address _____
- 7. Website _____

III. PURCHASE ORDER ADDRESS: Please complete if different from Bidder's Contact Information.

- 1. Purchase Order Address _____
- 2. Representative's Name _____
- 3. Phone Number (s)/Extension(s) _____
- 4. Fax Number _____
- 6. Email Address _____

IV. PROMPT PAYMENT DISCOUNT: MCPS may consider prompt payment discounts as part of the award process; however, the Board reserves the right to make awards according to the best interests of MCPS.

_____ Prompt payment discounts of less than twenty (20) days will not be considered.

V. PURCHASING CARD AND SUA PAYMENT PROGRAM: MCPS is currently utilizing a purchasing card and Single Use Accounts (SUA) payment program through JP Morgan MasterCard. Please check the appropriate box below.

☐ Yes, we accept MasterCard

☐ No, we do not accept MasterCard

Note: Beginning April 1, 2018, MCPS will no longer process check payments. 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 _____



**Metropolitan Washington Council of Governments Rider Clause
Invitation For Bid 9397.6, Fire Alarm, Sprinkler Systems and Fire Hydrants Inspections/Testing
and Services/Repairs**

USE OF CONTRACT(S) BY MEMBERS COMPRISING Mid –Atlantic Purchasing Team COMMITTEE

Extension to Other Jurisdictions

The [issuing jurisdiction] extends the resultant contract (s), including pricing, terms and conditions to the members of the Mid-Atlantic Purchasing Team, as well as all other public entities under the jurisdiction of the United States and its territories.

Inclusion of Governmental & Nonprofit Participants (Optional Clause)

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 good, commodities and/or services.

Notification and Reporting

The Contractor agrees to notify the issuing jurisdiction of those entities that wish to use any contract resulting from this solicitation and will also provide usage information, which may be requested. The Contractor will provide the copy of the solicitation and resultant contract documents to any requesting jurisdiction or entity.

Contract Agreement

Any jurisdiction or entity using the resultant contract (s) may enter into its own contract with the successful Contractor (s). There shall be no obligation on the party of any participating jurisdiction to use the resultant contract (s). Contracts entered into with a participating jurisdiction may contain general terms and conditions unique to that jurisdiction Including, by way of illustration and not limitation, clauses covering minority participation, non-discrimination, indemnification, naming the jurisdiction as an additional insured under any required Comprehensive General Liability policies, and venue.



**Metropolitan Washington Council of Governments Rider Clause
Invitation For Bid 9397.6, Cont.**

	Yes	No		Yes	No		Yes	No
Alexandria, Virginia			Gaithersburg, Maryland			Rockville, Maryland		
Alexandria Public Schools			Greenbelt, Maryland			Spotsylvania County		
Alexandria Sanitation Authority			Harford County			Spotsylvania County Gov & Schools		
Annapolis City			Harford County Schools			Stafford County, Virginia		
Anne Arundel County			Howard County			Takoma Park, Maryland		
Anne Arundel School			Howard County Schools			Upper Occoquan Service Authority		
Arlington County, Virginia			Herndon, Virginia			Vienna, Virginia		
Arlington County Public Schools			Leesburg, Virginia			Washington Metropolitan Area Transit Authority		
Baltimore City			London County, Virginia			Washington Suburban Sanitary Commission		
Baltimore County Schools			Loudoun County Public Schools			Winchester, Virginia		
Bladensburg, Maryland			Loudoun County Water Authority			Winchester Public Schools		
Bowie, Maryland			Manassas City Public Schools					
Carroll County			Manassas Park, Virginia					
Carroll County Schools			Maryland DGS Purchasing					
Charles County Government			Maryland-National Capital Park & Planning Commission					
City of Fredericksburg			Metropolitan Washington Airport Authority					
College Park, Maryland			Metropolitan Washington Council of Government					
District of Columbia Government			Montgomery College					
District of Columbia Water & Sewer Auth.			Montgomery County, Maryland					
District of Columbia Public Schools			Montgomery County Public School					
Fairfax, Virginia			Northern Virginia Community College					
Fairfax County, Virginia			Prince George's Community College					
Fairfax County Water Authority			Prince George's County, Maryland					
Falls Church, Virginia			Prince Georgia Public Schools					
Fauquier County Schools & Government			Prince William County, Virginia					
Frederick, Maryland			Prince William County Public Schools					
Frederick County, Maryland			Prince William County Service Author					

BIDDER'S AUTHORIZATION TO EXTEND CONTRACT:

MONTGOMERY COUNTY PUBLIC SCHOOLS
Procurement Unit
45 West Gude Drive, Suite 3100
Rockville, MD 20850-9999
General Stipulations and Instructions To Bidders

I. Invitation For Bid

The Board of Education of Montgomery County Maryland, herein after referred to as The Board of Education, will receive sealed proposals until the date and time indicated on the cover of the Invitation For Bid. Bids must be delivered to Montgomery County Public Schools, Procurement Unit, 45 West Gude Drive, Suite 3100, Rockville, Maryland 20850, and be received and stamped prior to the bid opening. Bids may be delivered in person, but delivery to the mailroom or lobby does not validate the time of receipt. The respondent shall assume full responsibility for timely delivery of the bid, whether by the U.S. Postal Service or by any other carrier. Bids received after the designated time for the receipt of solicitations will be returned unopened. Bids must be delivered in sealed opaque envelopes. Envelopes shall be clearly marked on the outside lower left corner with the bid number and bid opening date and time.

II. Intent

These specifications are intended to cover the furnishing and delivery of said materials, supplies, or services as hereinafter shown to any or to each of the various public schools, offices, or to any designated warehouse or warehouses in Montgomery County, Maryland, whichever is specified, in quantities to be determined subsequent to the bid opening.

III. Right To Cancel Or Reject Bids

- A. The Board of Education reserves the right to cancel any contract if, in its opinion, there is a failure at any time to perform adequately the stipulations of this Invitation For Bid, or if the general conditions and specifications which are attached and made part of this bid are not fulfilled, or if in any case there is any attempt to willfully impose upon the Board of Education materials or products or workmanship which are in the opinion of the Board of Education of an unacceptable quality. Any action taken in pursuance of this latter stipulation shall not affect or impair any rights or claims of the Board of Education to damages for the breach of any covenants of the contract by the contractor. The Board of Education also reserves the right to reject the bid of any bidder who has previously failed to perform adequately after having once been awarded a prior bid for furnishing materials or services similar in nature to those mentioned in this bid.
- B. The Board of Education reserves the right to reject any or all bids in whole or in part; to make partial awards; to waive any irregularity in any quotation; to increase or decrease quantities if quantities are listed in the bid; to reject any bid that shows any omissions, alterations of form, and additions, conditions, or alternate proposals not called for; and to make any such award as is deemed to be in the best interests of the Board of Education.
- C. All items furnished must be completely new and free from defects. No others will be accepted under the terms and intent of this bid.

IV. Right To Purchase In The Open Market

Should the contractor fail to comply with the conditions of this contract or fail to complete the required work within the time stipulated in the contract, The Board of Education reserves the right to purchase in the open market, or to complete the required work, at the expense of the contractor or by recourse to provisions of the faithful performance bond if such bond is required under the conditions of the bid.

V. Failure To Furnish Item(s)

Should the contractor fail to furnish any item or items, or to complete the required work included in this contract, The Board of Education reserves the right to withdraw such items or required work from the operation of this contract without incurring further liabilities on the part of the Board of Education.

VI. Employer Information Report EEO-1

The Board of Education requires that each successful bidder be liable for compliance with the provisions of Title VII of the Civil Rights Act of 1964. In order to fully comply with Title VII, a company must file Employer Information Report EEO-1 with the Joint Report Committee, 1800 G Street, NW, Washington, D.C. 20036. Only companies that fall within the following categories are required to file the Employer Information Report EEO-1:

The entire company has at least 100 employees on the payroll. The company is affiliated through centralized ownership and/or centralized management, and the group legally constitutes a single enterprise employing a total of 100 or more employees.

If your company has already filed an EEO-1 by virtue of supplying materials or services under Federal Government Contracts, it is necessary to submit only a copy of your most recent EEO-1 report to the Procurement Unit. If you are filing a report for the first time, send a copy of EEO-1 to the Procurement Unit. Please note that purchase orders will not be issued to companies that fall into the above categories until proof of EEO-1 reporting has been received.

VII. Preparation Of Bid

Bids must be submitted on the copy provided. Bidders may wish to reproduce and retain one copy for its files. Bids must be signed by an authorized representative of the company submitting a bid. It is the intent of this solicitation that should a given bid be accepted, it will automatically become the contract. Notification of the bid award will be made by letter. Bidders shall submit its bids and specifications on the appropriate specification sheets that show the schedule of items to be purchased. Bidders may attach a letter of explanation to its bid if it so desire.

Prices quoted shall not exceed the prices established under any governmental price control regulations. Bidders will be required if requested by The Board of Education, to furnish satisfactory evidence that they are qualified as manufacturers or dealers in the items listed and have a regularly established place of business. An inspection of any bidder's place of business may be made to determine the bidder's ability to perform.

VIII. Discounts

The Board of Education reserves the right to consider discounts in computing the bid.

A. Trade Discounts

All prices offered must be the lowest net price after trade discounts have been considered. Bids offering a percentage off list prices will not be accepted unless: (1) specifically requested in that manner; (2) two copies of the referenced price list accompany the bid.

B. Payment Discounts

Prompt payment discounts are solicited and will be treated as follows:

(1) Unless specifically stated otherwise, discounts offered which allow a minimum of twenty (20) days to qualify will be deducted from prices offered in the bid for the purpose of determining the lowest price offered.

(2) Discounts offering less than twenty (20) calendar days will not be deducted from price offered for the purpose of determining the lowest price, but will be taken if payment is made within the discount period.

IX. "Or Equal" Interpretation

Unless the specifications and/or conditions state a specific brand and substitutions will not be considered, the Board of Education will consider other brands or the product of other manufacturers as long as the product meets the same specifications, standards, and quality of the material being solicited through the bid. On all such bids the bidder shall indicate clearly the product on which it is bidding and shall supply sufficient data on its own letterhead to enable an intelligent comparison to be made with the particular brand or manufacturer specified.

Whenever the specifications indicate a product of a particular manufacturer, model, or brand and in the absence of any written statement to the contrary by the bidder, the bid will be interpreted as being for the exact brand, model, or manufacturer specified, together with all accessories enumerated in the specifications.

X. Consideration of Prior Service

Awards on this bid will be made after consideration has been given to any previous performance for The Board of Education as to quality of service and/or merchandise and with regard to the bidder's ability to perform should it be awarded the bid.

XI. Delivery

The bidder agrees to furnish and deliver during the period of the contract the items and articles which may be awarded to the bidder in such amounts and quantities within the terms of the contract. **All Deliveries Must Be Prepaid FOB Destination, And In No Case Will Shipments Collect Or Sidewalk Deliveries Be Accepted.** Bidders shall uncrate, completely assemble, and set in designated place all equipment and furniture. All delivery cost shall be included in the bid unit price.

XII. Packing Slips And Delivery Tickets

All materials delivered on this contract shall be packed in a substantial manner in accordance with accepted trade practices. No charges may be made over and above the bid price for packaging or for deposits on containers. All deliveries shall be accompanied by delivery tickets or packing slips. Tickets shall contain the following information for each item delivered: the quantity, bid number, and the name of the contractor.

XIII. Invoices

Payment depends on receipt of a proper invoice and satisfactory contract performance. All invoices are to be transmitted to the Division of Controller at:

Division of Controller
45 West Gude Drive, Suite 3200
Rockville, MD 20850-9999

Every invoice must include the following information:

- A. Name and address of the contractor
- B. Taxpayer Identification number
- C. The purchase order number
- D. An invoice number
- E. Bid number if applicable
- F. The ship to address
- G. Line item description, quantity, unit of measure, unit price, and extended price as stated on the purchase order
- H. Shipping and payment terms if not a bid item

When a discount for payment is authorized and taken; it will be made to the contractor as close as possible to, but not later than, the end of the discount period. Prices quoted shall not include federal excise or state sales and use taxes. Exemption certificates will be furnished upon request. Contractor inquiries concerning payment may be made to accountspayable@mcpsmd.org.

XIV. Bid Security

If bid security is required, it must be payable to: "Montgomery County Board of Education."

Such bid security will be returned to all except the successful bidder(s) within five business days after awards have been made. The bid security of the successful bidder(s) will be returned upon receipt of the performance bond if such bond is required under the terms of the award. If no award is made within 60 days after the date of the opening of the bids, bid security will be returned to any bidder upon demand of the bidder at any time after the 60-day period so long as it have not been notified of the acceptance of its bid. Written notification of the acceptance of any bid will be made to the successful bidder(s).

XV. Performance Bonds

If required, the successful bidder or bidders on this bid must furnish a performance bond in the amount indicated in the bid document, made out to Montgomery County Board of Education and prepared on an approved performance bond form as security for the faithful performance of its contract. The performance bond shall be submitted within ten business days of the notification that the bid has been awarded. The surety thereon must be such surety company or companies as are acceptable to The Board of Education and as are authorized to transact business in the State of Maryland. Attorneys in fact who sign bid bonds must file with each bond a certified copy of its power of attorney to sign said bonds. Should the bidder fail or refuse to furnish the required performance bond within ten business days after notification the bidder shall pay to The Board of Education as liquidated damages for such failure or refusal an amount in cash equal to the security deposited with its bid.

XVI. Provision For Municipal Offices

Each bidder agrees when submitting its bid that it will make available to every office and department of the Montgomery County Government the bid prices submitted on this bid should any such department or office wish to take advantage of the bid prices submitted to The Board of Education.

XVII. Product Testing During Time of Contract

Material delivered on any contract resulting from this Invitation For Bid may be tested for compliance with the specification stipulated herein. Any shipment failing to fully meet or comply with the specification requirements will be promptly rejected.

The cost of testing a representative sample of an order or shipment for acceptance shall be borne by the Board of Education except if the order or shipment is rejected for failure to meet the requirements of the specification. In case of failure to meet the requirements of the specification the cost of testing will be charged to the contractor.

XVIII. Safety Standards

All work performed and all items supplied shall be in compliance with applicable federal and state safety standards. (OSHA-MOSHA). Material Safety Data Sheets shall be included in all shipments.

XIX. General Guaranty

The contractor agrees to:

- A. Save the Board of Education, its agents, and employees harmless from liability of any nature or any kind for the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article, or

appliance furnished or used in the performance of the contract of which the contractor is not patented assignee, licensee, or owner.

- B. Protect the Board of Education against latent defective material or workmanship and to repair or replace any damages or marring occasioned in transit or delivery.
- C. Furnish adequate protection against damage to all work and to repair damages of any kind, to the building or equipment, to its own work or to the work of the contractors for which it or its workers are responsible.
- D. Pay for all permits, licenses, and fees and give all notices and comply with all laws, ordinances, rules, and regulations of the Board of Education and of the State of Maryland.

XX. Indemnity

The contractor shall indemnify, keep, and save harmless the Board of Education, its agents, officials, and employees against all injuries, death, loss, damages, claims, patent claims, suits, liabilities, judgments, costs and expenses, which may in any way occur against them in consequence of the granting of this contract or which may in any way result therefrom, whether or not it shall be alleged or determined that the act was caused through negligence or omission of the contractor or its employees, except to the extent of the negligence of the Board of Education, its agents, officials and employees. The contractor shall, at its own expense, appear, defend, and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith; and if any judgment shall be rendered against the Board of Education in any such action based on the actions and/or negligence of the contractor, its agents and employees, the contractor shall at its own expense satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by the contractor, shall in no way limit the responsibility to indemnify, keep, and save harmless and defend the Board of Education as herein provided.

XXI. Insurance

The contractor shall maintain Comprehensive Business Insurance for protection from claims under the Workmen's Compensation Act, claims for damage because of bodily injury, death, or property damage to others, including employees of the Board of Education; and claims for damages arising out of the operation of motor vehicles, which may arise during the performance of the contract whether caused by the contractor or by any subcontractor or anyone directly or indirectly employed by either of them. The contractor shall also maintain product liability insurance. The aforementioned insurance shall cover the duration of the contract period, including all periods of the time and all places where work is performed under an expressed or implied warranty. The limits of such liability insurance for each occurrence shall be equal to or greater than \$500,000 for Bodily Injury and \$100,000 for Property Damage. The certificate on the insurance, indicating coverage for the term of the contract, shall be made in favor and provided to The Board of Education prior to commencement of the contract. A company duly licensed by the Maryland Insurance Commissioner and qualified to sell insurance in Maryland shall issue all insurance policies.

XXII. Inspection Of Premises

Before submitting a bid for any construction or installation work in any building or on the premises of the Board of Education, the bidder should carefully examine the premises and upon submitting its bid will be considered to have examined the premises, building, or buildings where the work is to be done. For any work or installation requiring the use of labor, the successful bidder before starting work must provide sufficient evidence of insurance showing that it is adequately covered for Workmen's Compensation and Public Liability insurance.

XXIII. Patents

The contractor shall hold and save the Board of Education, its officers, agents, servants, and employees harmless from liability of any nature or kind, including costs and expenses for or on account of any patented or unpatented inventions, articles, process, or appliance manufactured or used in performance of this contract including its use by Montgomery County, unless otherwise specifically stipulated in this contract.

XXIV. Samples And Catalog Cuts

A. Requirements and Delivery

Sample requirements and sample delivery stipulations are indicated in the bid document. Further details concerning samples may also be indicated in the detailed specification portion of the invitation. Bidders shall make all arrangements for delivery of samples to location indicated.

B. Sample Identification

All sample packages shall be marked "Samples" and each sample shall bear the name of the bidder, item number, and bid number and shall be carefully tagged or marked in a substantial manner. Failure of the bidder to clearly identify samples as indicated may be considered sufficient reason for rejection of its bid.

C. Testing or Comparing Samples

Samples are requested for the purpose of testing or comparing with detailed specifications. Therefore, The Board of Education reserves the right to retain or destroy the articles or materials submitted as samples for the purpose of testing. Accordingly, The Board of Education shall be free from any change or claim on the part of the bidder or contractor if any articles or materials furnished as samples are lost or destroyed. Materials such as food may be tested from the raw, uncooked, baked, or canned sample being submitted at the time of bid opening or subsequent to bid opening. Food tests shall consider specification factors such as contents, weight, size, taste, texture, appearance, uniformity of color, and defects, if any.

D. Retention and Removal of Samples

The samples submitted by bidders on items on which it have received an award will be retained by The Board of Education until the delivery of contracted items is completed and accepted. Bidders whose samples are retained will be notified when its samples may be removed. Samples on which bidders are unsuccessful must be removed as soon as possible but not more than 15 calendar days after notification that the award has been made by The Board of Education. The Board of Education will not be responsible for such samples if not removed by the bidder within 15 calendar days after the notification of award has been made.

E. Sample Quantities

Samples are required in the exact packaging and size as stated in the item description unless otherwise indicated in the bid document or it is determined that a smaller quantity is sufficient for adequate testing.

F. Descriptive Literature

All bidders are required to furnish with the bid proposal a brochure, properly bound and labeled, showing full illustrations and specifications on each item offered, if bidding other than specified; or if specifically requested. These cuts and specifications are to be arranged and labeled with the item number in the same sequence as the items appear in the specifications and attached on separate pages of a brochure. The cover of the brochure shall contain:

1. Vendor's name, address, and phone number
2. Bid number

XXV. Time of Completion

The Board of Education reserves the right to revise the starting and completion dates for delivery and installation of equipment to new schools and additions as stated below if the bid is wholly or in part for the furnishing of new schools and additions to existing buildings. At least 60 days prior to the date scheduled for delivery and installation for each project, the Board of Education will notify the contractor whether or not any change will be required in the dates for

the beginning and completion of delivery. The right is reserved to specify beginning dates and completion dates two weeks earlier than listed above or to postpone the beginning and completion dates for not more than 30 days later than the dates as listed. These changes in delivery dates, if any, for new schools and additions to older buildings will be applicable to individual projects as specified and not to all projects as a whole. The estimated dates on which deliveries may be begun and which time deliveries and installations must be completed have been estimated as carefully as possible; and if any change is required by circumstances beyond the control of the Board of Education, the revised delivery dates as established by the procedures outlined immediately above will become the definite schedule for completion of the contract as if it had been set in the original schedule as outlined.

XXVI. Guarantee

The contractor shall unconditionally guarantee the materials and workmanship on all equipment furnished by it for a period of one year from date of acceptance of the items delivered and installed. If, within the guarantee period, any defects or signs of deterioration are noted which in the opinion of The Board of Education are due to faulty design and installation, workmanship, or materials, upon ratification, the contractor, at its expense, shall repair or adjust the equipment or parts to correct the condition; or it shall replace the part or entire unit to the complete satisfaction of the Board of Education. These repairs, replacements, or adjustments shall be made only at such times as will be designated by the Board of Education as least detrimental to the instructional programs.

XXVII. Signature To Bids

Each bid must show the full business address and telephone number of the bidder and be signed by the person or persons legally authorized to sign contracts. All correspondence concerning the bid and contract, including Notice of Award, Copy of Contract, and Purchase Order, will be mailed or delivered to the address shown on the bid in the absence of written instructions from the bidder or contractor to the contrary. Bids by partnerships must be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing, who shall also state the names of individuals composing the partnership. Bids by corporations must be signed with the name of the corporation, followed by the signature and designation of the officer having authority to sign. When required, satisfactory evidence of authority of the officer signing in behalf of the corporation shall be furnished. Anyone signing the bid as agent shall file satisfactory evidence of its authority to do so.

XXVIII. Errors In Bids

Bidders, or its authorized representatives, are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting bids; failure to do so will be at the bidder's own risk and the bidder cannot secure relief on the plea of error. Neither law nor regulations make allowance for errors either of omission or commission on the part of the bidders.

XXIX. Resolution and Disputes

Bidders who have any concerns regarding the recommended awards of this solicitation should promptly contact the buyer in the Procurement Unit before the scheduled Board action. Any concerns that cannot be resolved informally with the buyer should be addressed to the senior buyer of the Procurement Unit. The senior buyer of the Procurement Unit shall attempt to resolve, informally, all protests or complaints regarding bid award recommendations. Any formal protest must be filed with the senior buyer of the Procurement Unit within seven (7) calendar days of the date of the pre-award notice.

XXX. Inquiries

Should any bidder have any question as to the intent or meaning of any part of this bid, it must contact the undersigned to receive a written reply before submitting its bid. Inquires must be submitted in writing no later than four business days prior to bid opening date.



Eugenia S. Dawson
Acting Director, Department of Materials Management

**MONTGOMERY COUNTY PUBLIC SCHOOLS
PROCUREMENT UNIT
45 West Gude Drive, Suite 3100
Rockville, MD 20850-9999**

SPECIAL INSTRUCTIONS TO VENDORS FOR MAILING BIDS

Bids must be delivered in sealed, opaque envelopes, and labeled clearly as follows:

SAMPLE BID RESPONSE ENVELOPE

(Return Address)

BID ENVELOPE

TO BE DELIVERED TO

**Procurement Unit
MONTGOMERY COUNTY PUBLIC SCHOOLS
45 West Gude Drive, Suite 3100
Rockville, MD 20850-9999**

**BID NO. _____
BID NAME _____
OPENING DATE _____
OPENING TIME _____**

Vendor name and address must appear on the upper left hand corner of the bid envelope.
The specific bid number, opening date, and time must appear in the lower left hand corner of the bid envelope.
It is suggested that vendors utilize a tracking service to insure prompt delivery.

**Department of Materials Management
Procurement Unit
MONTGOMERY COUNTY PUBLIC SCHOOLS
45 West Gude Drive, Suite 3100
Rockville, Maryland**

**INVITATION FOR BID #9397.7
FIRE ALARM, SPRINKLER SYSTEMS AND FIRE HYDRANTS
INSPECTIONS/TESTING AND SERVICES/ REPAIR**

GENERAL CONDITIONS AND SPECIFICATIONS

I. GENERAL CONDITIONS

A. SCOPE

The specifications contained herein are intended to accomplish all mandated annual inspections, testing and service of Fire Alarm, Sprinkler Systems and Fire Hydrants in compliance with National Fire Protection Association (NFPA), Montgomery County Fire Code Requirements and Montgomery County Public Schools (MCPS) specifications for various types and brands of systems and equipment as listed herein. The contractor(s) shall also provide repair/service qualified technicians to supplement the MCPS maintenance personnel in performing repairs/services on an “as need bases” throughout the annual term of the contract. The inspections and testing of Fire Alarms, Sprinklers and Fire Hydrant Systems shall be performed at all MCPS facilities listed under **APPENDIX I** and in the time frame specified herein, including approximately 600 portable classrooms throughout MCPS.

B. INTENT

1. It is the intention of these specifications to secure all inclusive unit prices to fully cover all required materials and labor for the scope of work as identified above. MCPS Fire Alarm, Sprinkler and Fire Hydrant (annual and 5 year) Systems annual inspection/testing cycle **shall start within the first week of March and be 100% completed on or before the Second Friday in August.** If contract extension(s) are approved by MCPS for future years, this inspection testing time period will be repeated each year.
2. The intent is to also use the unit prices offered for technical labor throughout the term of contract for various repairs/services as required by MCPS, including but not limited to 3 and 5 year dry and wet sprinkler system inspections. MCPS may elect to award to multiple contractors, based on bid prices offered at bid opening. The successful contractor(s) will be required to provide repair proposals with start/completion dates as requested by MCPS. Materials will be priced in accordance with the change order section herein. **Successful contractor will be required to submit the Asbestos Free Verification Form as applicable and required herein. See General Conditions Section M and APPENDIX G.**
3. **Bid prices offered shall be all inclusive, including but not limited to labor, equipment and miscellaneous materials, to satisfy all specification requirements. All costs shall be included in the bid prices submitted. All work shall be performed in accordance with**

the latest applicable laws, codes and regulations of the various regulatory bodies of the State of Maryland, Federal/Local Governments, with special attention to Montgomery County Fire Code, NFPA, and all other boards or departments having jurisdiction. These laws, regulations, and standards will further be considered a part of these specifications and conditions. The contractor shall furnish and install any additional items required by the same, whether or not particularly shown or specified.

C. AWARD

1. This solicitation does not commit MCPS to award any contract or to pay any costs incurred in the preparation of a response. It is the intention to award this contract to the bidder(s) submitting the most favorable prices with consideration being given to any previous performance for the MCPS 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. However, the MCPS Board of Education reserves the right to make awards according to the best interest MCPS. Awards are contingent upon availability of funds.
2. Wherever the term "provide" is used, it shall mean, "Furnish and install in place, complete in all details".
3. The contractor shall allow for and make any minor inventory adjustments as identified during the inspections and testing procedures.

D. SITE INSPECTION

The successful Contractor shall inspect the work sites using appropriate calculations to develop proposals based on awarded unit prices. The Contractor must report to the main office at each location and contact the Building Service Manager prior to inspection or repairs. When the proposal has been submitted and received, it is understood that the work site has been inspected and that the Contractor is aware of the needs and conditions under which the work is to be accomplished. **Failure to do so will not relieve the successful Contractor of the obligation to furnish all materials and labor necessary to fully carry out the provision of the contract document.**

E. SCHEDULE/RESTRICTIONS

1. General Schedule Requirements

Work may begin upon receipt by the successful bidder(s) of a purchase order issued and signed by the director of the Department of Materials Management, and the issuance of facility and schedule assignments by the MCPS Project Coordinator.

2. Annual Inspection Schedule

- a. All Fire Alarms, Sprinkler Systems and Fire Hydrants inspections and testing for all facilities and portable classrooms shall be performed **Monday through Friday between the hours of 6:00 am and 6:00 pm.** All annual tasks for the base year must be **performed the first week of March through the second Friday in August.** All inspections and testing for all facilities must be 100% completed by the first

Friday in August. MCPS staff and successful bidder(s) will develop the schedule and work with the successful bidder(s) to coordinate with facility administrators to complete as specified. Contractor(s) will be allowed to perform inspections during normal school day hours if they are capable of deactivating the audios and visible signals and the administration has approved the work scheduled.

- b. The audio and visible testing of the fire alarm and sprinkler systems shall be performed before or after normal instructional hours of the school day. Contractor(s) will be allowed to perform the silence testing and inspections during normal work day hours, if the contractor is capable of deactivating fire alarm notification devices. However, contractor shall monitor fire alarm panels throughout test and inspection period to ensure all emergency notifications during the testing/inspection period will be communicated to all occupants. The contractor shall reactivate all notification devices whenever fire alarm panels are not being monitored.
- c. If contractor is unable to deactivate the fire alarm panel(s) because of fire alarm system design, MCPS will re-schedule the facility for none school day. Contractor shall assign a minimum of one experienced fire alarm technician to each of the testing and inspection teams, who have the required training to deactivate and activate notification on various types/brands of fire alarms systems.

3. Various Service/Repairs

- a. Future Service/Repair Proposals: **No Proposals will be accepted without start and completion dates identified.** A purchase order issued and signed by the director of the Department of Materials Management will be the contractor's authorization to proceed with an approved proposal. All work is to be totally completed on or before the stated completion date identified and accepted on each proposal. This includes, but is not limited to, final inspections by MCPS staff, all cleaning tasks, punch-out work etc.
- b. The contractor must be able to respond to Fire Alarm, Sprinkler Systems and Fire Hydrants and related equipment, service and repair requests within **two hours for emergencies** and within **24 hours for non-emergencies**, after receiving a call from the MCPS Project Coordinator or other authorized MCPS Representative. A list of MCPS authorized staff that can request services will be provided to the successful contractor(s). All service ticket must be signed by a MCPS representative on site at each facility upon completion of work.
- c. The contractor will be paid a minimum of two hours technician labor for each service/repair call. **Travel time and truck charges are to be included in rate offered herein; MCPS will not pay separate travel time or truck charges.**

F. 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 MCPS Board of Education, and shall conclude as stated under the contract term. MCPS reserves the right to extend this contract at existing prices, terms and conditions for up to four (4) additional one year terms. Written notice

indicating MCPS' intention to pursue the extension of the contract will be issued to the successful bidders(s) ninety days prior to the expiration of the original contract. The bidder will have ten days from 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 MCPS Board of Education to extend the contract or decide to re-bid. If the contract is extended by the MCPS Board of Education, a contract amendment will be issued; however, no purchase order will be issued until extended insurance certificate, performance/payment and material bonds have been received by MCPS.

G. QUANTITIES

MCPS shall not be obligated to purchase any specific quantity. Annual estimated quantities identified on the Quotation Form are subject to change up or down 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.

H. PROVISION FOR PRICE ADJUSTMENT

1. Price increases will not be considered for the first year (12) months of this contract. Thereafter the successful bidder(s) must submit a written request for price relief. Adjustments will be based upon the Consumer Price Index (CPI), specifically, the All Consumers Index, published by the U.S. Department of Labor, Bureau of Labor Statistics, for the Washington, D.C., Metropolitan Area and shall not exceed 75% of the percentage change of January 1 CPI's, rounded to the nearest tenth of a percentage. MCPS reserves the right to accept or reject the request as may be determined to be in the best interest of MCPS. Any orders prior to a request for price increase shall be honored at the original contract price. If a price increase is accepted a contract amendment will be issued. Downward adjustments shall be made by MCPS without a request from the Contractor.

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 after the bid opening date. Recommendation for awards, however, shall be made based on the original submission only.

I. MCPS EMERGENCY/CRISIS PROCEDURES, SHELTER/LOCKDOWN

Emergency/ Crisis Procedure Information

1. In the event of an emergency/crisis incident while working in an MCPS facility, the contractor and/or their representative(s) shall be required to adhere to the established MCPS procedures and school administrative guidelines during such an occurrence.
2. Supplied herein under **APPENDIX F**, for the contractor's information are the MCPS Emergency/Crisis Procedures, Shelter/Lockdown. It is the contractor's responsibility to familiarize themselves and their representative(s) regarding the Shelter/Lockdown Procedures. These procedures are subject to change to meet MCPS requirements.

3. The contractor shall have at the work site, a reasonable amount of materials that will allow them to quickly secure the work area and/or secure building openings as required for the type of work being performed.

J. WARRANTY/SERVICES/REPAIR

1. All workmanship and materials shall be guaranteed for two years. The warranty shall begin once the MCPS Project Coordinator has approved the contractor's final invoice for payment. Final payment will be made once the installation is complete and accepted by MCPS for each proposal.
2. Warranty shall provide for replacement of defective materials plus installation and labor. Any warranty claim made by MCPS prior to the expiration of said warranty shall be satisfied although the warranty has subsequently expired. Failure of a bidder to provide satisfactory warranty service to MCPS will be grounds for exclusion from future bidding.
3. Point of contact may change between MCPS and the Contractor when identifying and resolving warranty claims during the warranty period.

K. BRAND NAMES

1. Commodity descriptions that state "Only a specified brand will be considered" are brands that have evaluated and tested for inclusion of this bid and are the only brands acceptable at this time. **No substitutions will be accepted.** Other brands will be evaluated by MCPS if materials are submitted at no cost to MCPS. Forward samples/information to Montgomery County Public Schools, Contracts Office, 45 West Gude Drive, Suite 4300, Rockville, Maryland 20850. **Testing normally requires a minimum of workdays to complete; therefore, your samples/materials for testing may be approved for future bids if the evaluation is satisfactory. The process of evaluation is intended for larger types of equipment and/or components i.e. bleachers, elevators, lockers flooring, roofing systems, and PA Systems.**
2. The brand name, code or model number on each item being offered, even if bidding the specified brand shall be provided. If a brand and code or model number is not shown your bid may not be considered.
3. If an item specification shows code or model numbers that have been discontinued, the bidder shall state so and indicate the current code or model number.

L. MATERIALS

1. Materials to be used in the performance of this contract shall be new and be the manufacturer's latest design improvements and materials current at the time of shipment. The MCPS Project Coordinator shall be notified of any design changes prior to delivery and the contractor shall supply sufficient information to allow evaluation.
2. All parts shall be furnished at the contractor's actual cost plus percentage mark as listed on change order section herein. The contractor shall be required to provide appropriate documentation of its cost with their proposal and invoice.

3. MCPS may elect to supply parts, therefore, the contractor shall check with the MCPS Project Coordinator before providing the required parts.

M. GENERAL ASBESTOS INFORMATION

1. Asbestos Free Materials

NO MATERIALS PROVIDED SHALL CONTAIN ASBESTOS!!!! All contractors providing and/or installing any of the building materials listed below shall secure laboratory analysis confirming that materials contain NO ASBESTOS. The cost for testing shall be included in the bid prices offered. After the initial testing has been performed additional annual testing will be required thereafter or immediately upon any change in materials or manufacturers.

- | | |
|----------------------------------|----------------------------------|
| • Acoustical ceiling tile, | HVAC, piping, wall, etc.) |
| • Adhesives | • Mastics |
| • Caulking | • Plaster |
| • Fire Rated Doors | • Roofing System Components e.g. |
| • Fire Board | BUR Asphalt, Felts, Cap Sheets, |
| • Floor tile and sheet flooring, | Shingles, etc. |
| • Folding Doors | • Spackle |
| • Gypsum Panels (Drywall) | • Toilet Partitions |
| • Insulation (All types; roof | • Window Glazing |

The laboratory performing the analysis must have received U.S. Environmental Protections Agency (EPA) accreditation and be a member of the National Voluntary Laboratory Accreditation Program (NVLAP). The contractor or the manufacturer can have the laboratory testing performed. No other form of confirmation such as Material Safety Data Sheets, manufacturer documentation, historical testing, etc. will be accepted. A list of EPA accredited laboratories can be found at <http://ts.nist.gov/standards/scopes/programs.htm>. The contractor shall provide required laboratory analysis report(s) and a completed "Asbestos Free Material Verification Form" herein (see **APPENDIX G**) **within 15 working days** after receipt of the "Pre-Award Notification" letter for each listed product required in the execution of the scope of work.

2. Existing Asbestos Materials

MCPS shall be responsible for all asbestos abatement tasks as may be required regarding existing materials on site. Any questions concerning asbestos materials shall be directed to John Conaway, Environmental Health Specialist at 240-2331.

N. DESCRIPTIVE LITERATURE

The apparent successful bidder(s) may be required to furnish, **within two working** days after Pre-Award Notice, sufficient detailed information regarding makes, models, design, etc., of the items(s) offered. The apparent successful bidder(s) are required to furnish all literature properly bound and labeled, showing full instructions and detailed specifications.

The literature and specifications are to be arranged and labeled in numerical sequence according to item and attached on separate pages of a brochure. Failure to submit sequentially marked

descriptive literature may result in disqualification. Bidder shall show the manufacturer's code and catalog numbers of the item(s) offered. The cover of the brochure shall contain:

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

O. **DEVIATIONS**

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

P. **SUBMISSION OF BIDS (*Scaled Bids Only*) – Required Submissions**

1. **Bid Documents**

One original and one copy of the bid are requested. **Faxed responses are not acceptable. SEALED BIDS ONLY.** The cover page of each copy must be clearly marked original or copy. Bidders may wish to reproduce and retain an additional copy for your files.

2. **Quotation Forms J (Pages 1 – 30) and I (Pages 1-6)**

- a. Quotations are to be entered on the Quotation Form supplied under **APPENDIX I** and **APPENDIX J**. The bidder shall submit individual facility costs under **APPENDIX I** in the space provided with bid submission.
- b. **Bidder must submit a separate price for each item listed on the Quotation Forms. Submission of one price for all the items without indicating a price per item shall be considered non-responsive and will invalidate the bid.** If there is any discrepancy between the unit cost and total cost, the unit cost shall prevail. This solicitation shall be valid for acceptance during a period of no less than 90 days from date of opening.

3. **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 the event calendar (<http://www.montgomeryschoolsmd.org/departments/procurement/>) or contact the Procurement Unit by phone at 301-279-3097 or email to Laurie_S_Checco@mcpsmd.org to confirm that they have all addenda/errata. Failure to acknowledge addenda/errata on the form may result in a bid being deemed non-responsive and consequently rejected.

4. **Minority Business Enterprise in Public Schools**

Attachment A and B of the MBE PROCEDURE (APPENDIX A) reflecting **minimum 0% MBE participation** shall be submitted with your bid. *(See II Contract Administration” for additional MBE information)* ***Failure to supply as specified may disqualify your bid response.***

5. **License/Certifications**a. **State of Maryland REQUIRED License**

General Requirement: The contractor shall possess a current “State of Maryland” **Construction Business License or a Maryland Home Improvement Commission License. These are considered “TAX LIABILITY” Licenses and do not authorize a contractor to perform any trade specific work in the State of Maryland without the appropriate trade licenses as required. NOTE: All out of state bidders must provide an out of state Maryland Construction Business or Home Improvement License.**

b. **Construction Business License:** This type of business license is issued through the County or Baltimore City, or the **Clerk of the Circuit Court** in which your business is located within the State of Maryland. Contact the **State License Bureau** <http://www.marylandtaxes.com/> or at 410-260-6240 for additional information as required.

c. Montgomery City approved Fire Alarm and/or sprinkler license contractor. Copy of license shall be submitted with bid proposal. **Failure to provide license will disqualify bid proposal.**

6. **Statement of Experience**

The bidder shall provide a statement of experience certifying they have been in business and have experience in the principle trade work for a minimum of five years. Bidder shall also provide a letter from Manufacturer to confirm they are a certified manufacturer’s representative and installer See “**CONTRACT ADMINISTRATION SECTION, K QUALITY ASSURANCE**” for more information. Failure to provide required documentation will disqualify bid proposal.

7. **Technical Staff**

Bidder shall provide a list of names and resumes of technical staff that will be assigned to this contract if the firm is awarded. **Appropriately licensed trade persons shall perform all trade work. A copy of their licenses must be submitted with bid proposal.**

8. **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:

a. **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 and 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:

1. 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;
2. 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
3. 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.

b. **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.

Q. EMARYLAND MARKETPLACE REGISTRATION

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 www.eMarylandMarketplace.com, regardless of the award outcome for this project as it is a valuable resource of upcoming bid notifications for municipalities throughout Maryland.

R. BID SECURITY

1. Bids in excess of Fifty Thousand dollars (\$50,000.00) shall be accompanied by a Bid Security in the form of Bid Bonds (A.I.A. Document A310), in the amount of 10% of the bid, naming MCPS Board of Education of Obligee. A certified check in the amount of 10% of the bid will be accepted in lieu of the Bid Bond. Where a certified check is furnished, the contractor shall attach the following statement from a Maryland licensed bonding company signed by an authorized representative of the bonding company:

"As surety for the above-named Contractor, (name of bonding company) hereby agrees to furnish the required Performance Bond and Labor and Materials Payment Bond, as specified, on behalf of the Contractor, in the event that such firm be the successful bidder for this project."

2. Bid bonds will be returned upon request to all except the three lowest bidders. After sixty days from the bid opening date, the three lowest bidders can request the return of their bid bonds if they have not been notified of the acceptance of their bid.

3. If the successful bidder withdraws their bid or fails to execute and deliver to MCPS the contract and the required bonds within five working days after receipt of the Bid Award, the Bid Security shall be forfeited to MCPS as damages for such failure. **Note: Failure to submit the Bid Security with the bid proposal shall be a reason to be considered a non-responsive bid.**

S. INQUIRIES

Inquiries regarding this solicitation must be submitted **in writing**, to Mrs. Laurie Checco, CPPB, Buyer, Montgomery County Public Schools, 45 West Gude Drive, Suite 3100, Rockville, Maryland 20850, fax number 301-279-3173 or email to Laurie_S_Checco@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 MCPS Board of Education will not be responsible for any oral or telephone explanations or interpretations. Bidder contact with any other MCPS employee regarding this solicitation until the contract is awarded by the MCPS 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 Unit web site address is <http://www.mcps.k12.md.us/departments/procurement/>

Subsequent to the award if the bidder finds any discrepancy or omission and has questions of MCPS's intent, prior to performing work, they shall notify the MCPS CIP Contracting Office Supervisor and Procurement Unit Supervisor **in writing** via fax or email to resolve and receive clarification.

T. REFERENCES

Bidders shall provide three references with their bid submission. The references shall have company name, contact person, address and phone number of three current customers for which a contract for similar size and type of project has been provided. If the reference information is not accurate and MCPS cannot contact the person(s) named then your bid may not be considered. MCPS may request additional references. **Note: All bidders must provide references including bidders current engaged in business with MCPS.**

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

U. AWARD CRITERIA

1. Conformance to specifications and completeness of bid submission
2. Ability to perform
3. Price
4. Past performance
5. MBE compliance

6. Completed quotation form

V. 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 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.

II. CONTRACT ADMINISTRATION**A. PRE-CONSTRUCTION MEETING**

1. The MCPS CIP Contracting Office reserves the right to convene a meeting with the apparent low bidder prior to awarding a contract. The purpose of this meeting is to afford all parties an opportunity to discuss any aspects of project and contract execution, which may be of concern for the successful and timely completion of the project.
2. Documents required elsewhere in these specification, such as service and warranty agreements, shall be provided at this meeting to the MCPS Contract Officer.
3. Issues raised during this meeting, which cannot be resolved to MCPS satisfaction, will be cause to reject the apparent low bid and to consider the next lowest bidder as the successful offeror.

B. CONTRACT SECURITY

1. Security may be in the form of Certified Cashier's or Bank Treasurer's Check **OR** Bonds (AIA Documents A-311, A-312, or similar). The bonding firm must be licensed to do business in the State of Maryland.
2. Upon receipt of the Pre-Award notification letter, the successful bidder shall deliver to MCPS **within five working days**, security requirements which are:

Performance and Payment Bonds – Bonds are required for contracts in excess of \$50,000.00. The bidder shall provide a bond in the amount of the total contract value, or for \$100,000.00, whichever is less.

3. If bond(s) are to be used for contract security, the cost of the bond(s) shall be borne by the contractor. **Note: Failure to supply the Contract Securities as specified will be considered a non-responsive bid offer.**
4. Any contract extension approved by MCPS Board of Education under this contract shall include re-issued bonds as specified herein. No purchase order will be issued until extended performance/payment and material bonds have been received by MCPS.

C. POST AWARD SUBMISSIONS

1. In addition to licenses required with the bid response, the apparent low bidder may be required to supply **within 48 hours** after MCPS requests, applicable business and contractor's licenses, technician certification from manufacturer, master licenses for trades appropriate for work to be performed, and/or company financial statements, etc., as required to allow MCPS contractor evaluation. **Failure to supply a copy as specified may disqualify your bid proposal.**

2. Sub-Contractors

- a. The successful bidder shall supply a complete list of all sub-contractors for evaluation by MCPS. This list must be submitted within two workdays after MCPS makes the request. **Failure to do so will be grounds for termination of our bid.** The Contractor shall be responsible for assuring that all proposed sub-contractors are in good standing with MCPS.
- b. MCPS shall notify the contractor **in writing** if, after due investigation, there is reasonable objection to any of the proposed sub-contractors. Failure of MCPS to make objection to any proposed sub-contractor shall constitute notice of no objection. Each sub-contractor may be required to furnish to MCPS, in duplicate, proof of their financial stability and experience to perform the particular work for which they will be engaged. All contractual agreements between the contractor and their sub-contractors shall be written, unamended, on the Standard Form of Agreement between contractor and sub-contractor, AIA Document A401 (most recent Edition). Upon request the contractor shall supply copies of this contract to MCPS **within five working days**.
- c. MCPS acceptance of sub-contractors in no way relieves the contractor from being responsible for the total and complete performance of the work for the project; i.e., failure of the sub-contractors to satisfactorily perform the work in a timely fashion is the contractor's responsibility and not that of MCPS.

3. Minority Business Enterprise (MBE) in Public Schools

- a. Certified Minority Business Enterprises are highly encouraged to respond to this solicitation.
- b. Since state funds may be involved in future project(s) performed under this bid **"it is important that bidders review the new state revised MBE Procedures carefully to ensure compliance"**. There is a 0% MBE goal set for this bid. On future state funded project(s) that may be performed under this bid, that exceed \$50,000. The bidder may be required to solicit MBE participation, which will include providing revised Certified MBE Utilization and Fair Solicitation Affidavit (Attachment A) and the MBE Participation Schedule (Attachment B) along with other required MBE forms that may be applicable. Bidders are always strongly encouraged to make a good faith effort to solicit Certified Minority Business participation to provide materials, supplies, equipment, and/or service whenever possible at any time prior to bidding or throughout the course of the project(s).
- c. Refer to the document, MINORITY BUSINESS ENTERPRISE PROCEDURES, September 22, 2008, included with this bid solicitation package under **APPENDIX A**.
- d. The Certified MBE Utilization and Fair Solicitation Affidavit (Attachment A) and the MBE Participation Schedule (Attachment B) located herein under **APPENDIX A., must be completed and submitted with the bid proposal** identifying the bidder's specific commitment of certified minority business **even when the MBE**

goal is 0%. Failure to supply as specified will disqualify your bid proposal. MCPS expect all bidders to make a good faith effort to meet or exceed the established MBE goal for this invitation to Bid. MCPS will NOT grant MBE waivers without sufficient support documentation that clearly substantiates that the bidder has made a sincere good faith effort to meet the MBE requirement. There will be an extensive effort required on the part of the bidder to ensure compliance with the MBE procedures to rationalize a review of an MCPS waiver request.

- e. Contact the MCPS MBE Liaison, Mrs. Donna Hanson, at 240-314-1031; regarding MBE procedure questions. Current listing of the MBE certified Contractors can be obtained at http://mbe.mdota.state.md.us/directory/search_select.asp.

4. Submit Evidence of Insurance

a. Insurance

See Article XXI of the General Stipulations and Instructions to Bidders. The successful contractor shall submit an actual certificate of insurance made in favor of MCPS within five workdays after a Pre-Award Notification letter has been issued to the successful bidder.

b. Additional insurance

The Montgomery County Board of Education shall be named as an additional insured on all liability policies. The limits of such liability insurance for each occurrence shall be equal to or greater than \$1,000,000.00 for commercial general liability, \$1,000,000.00 for automobile liability, \$1,000,000.00 for worker's compensation, and employer's liability an additional \$1,000,000.00.

c. Policy Cancellation/Certificate Holder

- 1) Sixty days written notice of cancellation or material change in any of the policies is required.
- 2) The Procurement Unit, MCPS Board of Education shall be the insurance certificate holder.

5. Invoicing

- a. Bidder shall submit invoices to the MCPS Project Coordinator at **45 West Gude Drive, Suite 4300, Rockville, Maryland 20850** for payment approval. **All invoices shall identify pertinent information such as purchase order number and building name where work was performed.** The MCPS Project Coordinator shall submit invoices and receiving reports to the Division of Controller to process payments, and shall specify final or partial payments.
- b. On state funded projects a completed State of Maryland, CERTIFIED MINORITY BUSINESS ENTERPRISE PARTICIPATION STANDARD MONTHLY CONTRACTOR'S REQUISITION FOR PAYMENT FORM 306.4 **must** accompany all invoices, involving state funding (See **APPENDIX A, Attachment**

G herein). No invoices will be processed for payment without this form being submitted. INVOICES THAT DO NOT HAVE PAYMENTS TO MBE SUB-CONTRACTORS IDENTIFY BY PLACING A ZERO ON THIS FORM.

- c. **MCPS is not obligated to make partial payments.** However, partial payments may be considered based upon the contractor's justification of expenditures and satisfactory work performed up to 75% of the total cost. The remaining balance will be paid upon MCPS' acceptance of the work as being 100% complete and in compliance with specifications. MCPS will refrain from making any partial payments if, in MCPS' opinion, the project falls behind schedule. MCPS may resume making partial payments once all delays have been overcome and the project is back on schedule. Final payment shall be made after the project is complete in all detail and as specified and accepted by the MCPS Project Coordinator.
- d. Partial payment invoices shall be accompanied by a schedule of values allocated to various portions of the work (similar to AIA Documents G702 & G703). This schedule, unless objected to by the MCPS Project Coordinator, shall be used as a basis for reviewing the contractor's application for partial payment.

6. Permits & Inspection

The contractor shall obtain all required permits, pay all fees, and certify that other required permits have been obtained prior to commencing work. Upon completion of all work, obtain all certificates of inspections required and deliver them to the MCPS Project Coordinator. All required permit certificates and related documentation shall be submitted to the MCPS Project Coordinator for approval prior to final payment.

D. STATE FUNDED PROJECT COMPLIANCE REQUIREMENTS

1. The Contractor shall complete and submit to MCPS, "**CONTRACTOR'S CERTIFICATION**" OF RECEIPT OF PAYMENT", included with this bid solicitation package under **APPENDIX B**. This form shall be completed after the Contractor has received payments from MCPS exceeding the amount of the State funding. At the time of the contract award, the Contractor shall be informed of the actual dollar amount being funded by the State for the project. Once the Contractor has received payment from MCPS exceeding this amount, the Contractor shall have ten days in which to submit **CONTRACTOR'S CERTIFICATION OF RECEIPT OF PAYMENT** to MCPS. No further payments will be made to the Contractor until this form has been submitted.
2. **THE CONSTRUCTION SIGN SHOULD BE ERECTED FOR ALL STATE OF MARYLAND SCHOOL FUNDED CONSTRUCTION PROGRAM PROJECTS THAT EXCEEDS \$100,000.** The Contractor shall supply and install the sign specified herein in **APPENDIX C** on the project site. The Contractor has the option of making a specified sign or obtaining the sign from State MCE Sign Platt (a State Agency) at 410-799-5102 or 5103. The current price from Maryland Correctional Enterprises for this sign is \$525.00 with lead-time of approximately one week. The Contractor shall coordinate the location of the sign with the MCPS Project Coordinator. The Contractor shall remove the sign and restore the site to original condition upon the completion of the contract. It will

be MCPS option to either retain the sign for future use or have the Contractor dispose of the sign.

E. MARYLAND BUY AMERICAN STEEL ACT

Steel purchased under this bid must be in compliance with the “Maryland Buy American Steel Act“, Sections 17-301 to 17-306 of the State Finance and Procurement Article of the Annotated Code of Maryland. This applies to steel purchases that are combined or single purchase that are composed of at least 10,000 pounds of steel products. It is the bidder’s responsibility to be in compliance as required. More detailed information can be found at: <http://www.dsd.state.md.us/comar/AnnotCodeIdx/StateFinIndex.htm>.

F. SALES TAX

Section 326(a) of Chapter 452 of the Laws of Maryland, 1968, provides, among other things, for the taxation of “any sale... of tangible personal property to contractors or builders to be used for the construction, repair, or alteration of real property...” Sales tax, as applicable, shall be included in any bid made to the MCPS Board of Education.

G. PERFORMANCE

1. The contractor shall have on the job site at least one person fluent in English and one person who has an MCPS badge at all times.
2. **The contractor must provide to the MCPS Project Coordinator cellular telephone numbers and email addresses of project managers to allow for day-to-day direct communications.**
3. Work to be completed in a timely workmanlike manner; fumes, odors, materials and work procedures will be controlled to protect occupants and property from harm and damage.
4. The contractor shall furnish the services of an experienced supervisor, who shall be in charge of the work and to provide direction to the crew at all times.
 - a. The contractor shall not send more than two people; one technician and one helper on a job for service and repairs without MCPS prior approval.
 - b. The contractor shall provide the names of the technicians assigned to this contract. Resumes of qualified technicians and key personnel shall be supplied with bid submission.
 - c. After the project has been awarded any employee changes must be approved by MCPS prior to the employee reporting to the job.
5. Contractors and employees:
 - a. While performing work inside the building, contractor will be required to check in daily at the facilities main office to receive identification badges that shall be worn while on premises.

- b. Use of any form of tobacco products, liquor and/or illegal drugs is not permitted in MCPS buildings and on grounds.
 - c. Are not to routinely use facility equipment and buildings, i.e., telephone, lounges, toilet rooms, parking lots, etc. The MCPS Project Coordinator will designate such facilities authorized for contractor use.
- 6. All work shall be scheduled to the mutual satisfaction of the school administration and the MCPS Project Coordinator to avoid conflicts with school activities.
 - 7. The building is expected to be occupied by MCPS administrative staff, but not students throughout the stated period allowed for this work. No roof surface materials shall be installed while students are in the building.
 - 8. Work area must be left clean and safe after each work day. The contractor must remove all debris generated by the work from the premises daily, adhering to **Montgomery County Solid Waste and Recycling Regulation No. 15-04AM, COMCOR48.00.03**. The contractor shall track all recyclable materials such as metal, concrete, asphalt, cardboard, etc. and provide to MCPS recyclable amounts by weight as requested.
 - 9. All tasks must be performed in strict compliance with the latest local, state and federal regulations having authority. The Occupational Safety and Health Administration Hazard Communication Standards and the Occupational Safety and Health Administration Hazard Communication Standards must be followed.
 - 10. Contractor shall restore, patch and repaint areas that components were removed from existing structure to match exit finish.
 - 11. Upon completion of all work, repair lawns, landscaping, fences, roads, curbs, sidewalks, parking areas damaged, as a result of the work; restoring damaged items to condition as good as existed prior to damaging. Damaged lawns shall be Hydro-seeded or re-sodded; damaged shrubs and trees shall be replaced.
 - 12. **Failure to perform in accordance with MCPS specifications and industry standards may result in the contractor being removed from the approved bidder list to receive future Invitations for Bid for a period of two years.**

F. CHANGES IN THE WORK

- 1. Should it be desired to make alterations or changes at any time during the progress of the work to add to or delete work, MCPS shall have the undisputed right to make such changes, additions, omissions, or alterations by written order. An MCPS CHANGE ORDER FORM under **APPENDIX D** must be completed and signed by both MCPS and contractor's authorized representative as identified on the form. **All Change Order Forms, Proposals and other supporting documentation relating to additional work must be supplied to the MCPS Project Coordinator within one week from the time the Change Order need is identified. No cost changes to contract will be paid without a complete Change Order Form signed by both parties. Approved Change Orders do not automatically revise completion dates.** It is the contractor's responsibility to provide

a written request for extension, as they deem necessary with an explanation of justification. Using project change orders as rational for not completing on time will not be accepted without an MCPS approved extension. If work is performed without MCPS authorization and/or written Change Order, the contractor will be subject to reversing said work, or work and materials shall remain at no cost to MCPS. This shall be solely at MCPS' discretion.

2. The allowable, "all inclusive" mark-up for combined overhead, bonds, fringe benefits, union fees, equipment, tools and profit for work performed by the prime Contractor will be based on the monetary value of the work not to exceed the following rates:

<u>Value of Work</u>	<u>Combined Overhead & Profit</u>
\$0 - \$1,000	20%
\$1,001 - \$4,999	18%
\$5,000 - \$9,999	16%
\$10,000 - \$24,999	14%
Over \$24,999	Negotiated but not more than 10%

This schedule applies to work done by the prime contractor or by a sub-contractor(s). The prime contractor shall be allowed not more than 8% of the sub-contractor's cost for labor, materials, overhead, and profit.

3. The contractor shall furnish supporting documentation with all Change Order Request credits and/or extras. At a minimum, change order request shall include a description of the work, detailed material lists, costs of materials (actual contractor costs, not list prices), man-hours and rates. The same material costs, man-hours, rates, supervision, overhead, and profit shall be applied equally to all credits.

G. LATE CHARGES FOR FAILURE TO COMPLETE ON TIME

1. MCPS shall retain \$500.00 per calendar day for delay in completion of annual inspections/testing and related mandated services and for delay of future services/repairs involving MCPS approved proposals identify start/completion dates for all tasks. The late charges shall be assessed by MCPS as a result of not completing on time.
2. Failure to complete the work within the time specified will entitle MCPS to late charges. These charges will be deducted and retained out of any monies due to the contractor under this contract for the sum stated in the above paragraph for each calendar day required to complete the work beyond the agreed upon and documented completion date. This includes Saturdays, Sundays, and legal Holidays.
3. If necessary to reach a proper stopping place in any portion of work or to complete work within contract time limit, the contractor shall work overtime both their forces and the forces of their sub-contractors without additional cost to the contract price. The contractor shall be responsible for all incidental costs in connection with such overtime work including, but not limited to, MCPS building service staff overtime required.
4. If work falls behind schedule, as determined by the MCPS Project Coordinator, the contractor shall provide, at their own expense, additional labor and/or equipment, overtime

pay, etc., as required to overcome delays including, but not limited to, MCPS building service staff overtime as required.

5. The MCPS Contract Office will review requests for extension of completion time due to strikes, lack of materials, and/or any other condition, over which the contractor has no control. Written application for extension shall be made immediately upon occurrence of conditions that, in the opinion of the contractor requires such an extension, with reason clearly stated and detailed proof for each such delay. The delay of MCPS issuing a purchase order does not automatically alter any completion dates. If in the Contractor's view the delay of purchase order is having a negative effect on completion of the contract within the dates specified, they must notify MCPS in writing immediately. Using the rationale that a purchase order was issued late, at the conclusion of the work will not be an acceptable reason for requesting a contract extension. No time extension will be allowed except by final written approval of the MCPS Contract Office. No requests for extension due to weather conditions will be considered unless accompanied by documentary evidence supplied by the NOAA's National Weather Service showing, by comparison, that such weather suffered is abnormal to any of the past five years as recorded. **No request for extension will be considered by MCPS if received from the contractor after the previously agreed completion date has passed. Late charges will be automatically deducted.**

H. **CONTRACTOR'S OVERTIME PROCEDURE**

If the contractor chooses to work overtime for any reason other than the times specified herein, and secures MCPS approval to do so, the contractor shall be responsible for any associated costs including MCPS Building Service staff, etc. Average Building Service staff overtime rate is \$32.00 per hour depending on the individual working. This rate is estimated and could either be more or less than the quoted overtime rate. All overtime work must be requested **in writing** to the MCPS Project Coordinator, at least 48 hours in advance. This will allow MCPS staff sufficient time to coordinate the required Building Service staff participation. **The Overtime Reimbursement Agreement under APPENDIX E** must be completed and signed by MCPS and the contractor before work is to be performed. The request must identify the dates and times the contractor proposes to work. Without written request and Overtime Reimbursement Agreement, MCPS will not approve any overtime.

I. **MCPS CONTRACT SUPERVISOR/PROJECT COORDINATOR**

1. The Capital Improvement (CIP) Contracting Office Supervisor will represent MCPS in the execution of this contract as the MCPS Contract Officer. No changes to the contract conditions or specifications will be made without the CIP Contracting Office Supervisor's approval and authorization by the Supervisor of the Procurement Unit.
2. After award, the MCPS Project Coordinator will be Mr. Patrick Schmidt who will handle the day-to-day operation and coordination. Scheduling work on site after an award of contract must be made through the MCPS Project Coordinator.
3. The Project Coordinator is authorized to:
 - a. Serve as liaison between MCPS and the contractor;

- b. Give direction to the contractor to ensure satisfactory and complete performance;
 - c. Monitor and inspect the contractor's performance to ensure acceptable timeliness and quality;
 - d. Serve as records custodian for this contract;
 - e. Accept or reject the contractor's performance;
 - f. Furnish timely written notice of the contractor's performance failure to the MCPS Contract Office, and a copy to the Procurement Unit;
 - g. Prepare required reports;
 - h. Approve or reject invoices for payment and submitted construction schedules;
 - i. Recommend contract modifications or terminations to the MCPS Contracting Office Supervisor, and copies to the Procurement Unit;
 - j. Issue notices to the contractor to proceed with the project after receiving signed Change Orders as required.
4. The MCPS Project Coordinator is not authorized to make any determination that alter, modify, terminate or cancel the contract, affect procurement, interpret ambiguities in the contract language, or waive MCPS' contractual rights.

J. PROJECT CLOSE-OUT

1. Initial Installation Punch-out
- a. The contractor shall notify the MCPS Project Coordinator **in writing** that the work is ready for punch-out inspection. Punch-out shall occur sufficiently in advance of the installation **completion date** as specified on each proposal, to afford the contractor time to rectify punch list corrections. Before calling for a punch-out, all work shall be completed and all areas shall be clear of construction materials and debris.
 - b. During punch-out, the following shall be present:
 - 1) Authorized representatives of MCPS
 - 2) Contractor
 - c. Upon completion of a punch-out, a written punch list will be prepared by the contractor and submitted to MCPS **within five workdays**.
2. The contractor(s) is entitled to one punch-out inspection and one final inspection for each installation. Any additional inspection by MCPS staff due to the contractor's failure to complete the punch-out items will result in deductions of costs incurred by MCPS for such inspections from the contractor's final invoice.

3. The contractor shall provide written warranty statements indicating start and end of warranty dates to be signed by both the contractor and MCPS.

K. QUALITY ASSURANCE

The successful contractor shall be experienced in inspecting; testing and servicing all types/brands of Fire Alarm and Sprinkler system/equipment listed herein and has been in business for, and has a minimum of five years' experience. **Appropriately licensed trade persons shall perform all trade work. A copy of these licenses must be submitted with bid proposal. Bidder must provide a letter certifying the number of years in business and experience in the principle trade work. This letter of certification must be included with their bid submission. Failure to provide required documentation will disqualify bid proposal.**

III. DETAILED SPECIFICATIONS**A. INTENT**

The detailed specifications are intended to cover the various annual fire alarm, sprinkler systems and fire hydrants inspections, testing and servicing as mandated by the various authorities having jurisdiction and the specifications herein. The bidder(s) will be required to satisfy any and all tasks necessary to comply with state/local codes/laws and shall anticipate all labor and materials required within the time frames mandated. It is MCPS' intention that the contractor(s) perform all fire alarm, sprinkler systems and fire hydrants inspections/testing, etc., during each scheduled visits. This will minimize disruptions. **Detailed reports will be required for all inspections/testing performed and must be submitted to the MCPS Project Coordinator prior to payment request.** These completed reports shall be all inclusive, including not limited to fire alarm, sprinkler systems, hydrant, fire pump, elevator recall, stand pipe, dry system, etc.

B. SCOPE OF WORK

This work shall be performed at all MCPS facilities listed on the Quotation Form under **APPENDIX I** and the additional 600 portable classrooms scattered throughout the school system at various facilities. The contractor(s) shall perform annual inspections, and testing of all Fire Alarms, Sprinkler Systems and Fire Hydrants, including full flow fire pump capacity test, and the inspection of fire pumps, fire hydrants, and elevator recall, fire alarms recall, as required by NFPA Section 72, 20, 13, 25. The contractor(s) shall comply with all Montgomery County Fire Marshal regulations including notification three days before testing, filing a completion reports in Fire Marshal's office and completing the record of completion. Each system must be inspected/tested by qualified technicians, in the appropriate field, (e.g., sprinkler technician will test and inspect sprinkler system devices, etc.). The Contractor(s) must have the required number of qualified technician's on site (3 total) to perform annual test and inspections. One technician must be located at the main FACP to monitor devices being tested and for any emergencies that may arise. Should an actual emergency arise, the qualified technician shall place the fire alarm system back into service to notify all occupants within the building. One technician must be located at the graphic annunciator and one must be testing devices. **Failure to meet these requirements during testing may result in contractor re-testing of that facility at no cost to MCPS.**

C. CONTRACTOR QUALIFICATIONS

1. The contractor(s) shall be an authorized inspector with appropriate state and county licenses, which shall be provided with their bid submittal. Licenses for sub-contractors shall be provided upon request.
2. The contractor(s) shall provide qualified technicians capable of servicing fire alarm, sprinkler system, and fire hydrant any other components of the Fire Alarm Sprinkler System listed in the specifications herein. The technician's resume must be provided to MCPS prior to performing any work.

3. The contractor(s) must be qualified to provide the inspection and testing of the Fire Alarm and Sprinkler system/equipment as outlined in NFPA Section 25, 13, and 72.
4. The contractor shall be engaged regularly in the testing, inspection, servicing, and repair of all Fire Alarm and Sprinkler equipment/systems specified herein. Technicians shall currently be factory trained and have a minimum of five years' experience performing the type of work specified under this bid.
5. The contractor shall perform all repairs as requested, in accordance with MCPS specifications herein and the manufacturer's installation procedures, and in compliance with all applicable codes/laws.
6. **The contractor(s) must prove to MCPS satisfaction that they have sufficient full time staff or secured sub-contractor resources, enabling them to perform multiple facility (two or more) inspections/testing daily and repair assignments simultaneously including emergency/non-emergency repairs, 24 hours a day, seven days a week. The contractor shall have sufficient staff to develop a minimum of two teams consisting of three or more staff that are regularly assigned to perform MCPS facility inspections/testing to satisfy annual inspection testing starting the first week of March and completing 100% all annual inspections for the base year by the first Friday in August.**

D. GENERAL

1. Typical annual inspections and testing will be scheduled by the MCPS Project Coordinator in advance during the regular work week, Monday through Friday.
2. The equipment to be tested includes, but is not limited to, the items listed below. All components and devices shall be logged for exact location of each device tested, including zone location, system address, model number, manufacture, test results, and applicable voltage readings, etc. Any discrepancies found shall be noted individually.
 - a. Fire Alarm Control Panels
 - b. NAC Panels
 - c. Voice Evac Panel
 - d. Dialer Panels
 - e. Auxiliary Functions
 - f. Elevator Recall/Alternate/Shunt
 - g. Smoke/Heat/CO/Duct Detectors
 - h. Manual Pull Stations

- i. Annunciator Panels
- j. Batteries/Battery Calculations
- k. Circuit Supervision
- l. Relays/Modules/Low Room Temperature Devices
- m. Wet Sprinkler System
- n. Dry Sprinkler System
- o. Fire Pumps
- p. Jockey Pumps
- q. Fire Hydrants
- r. Inspector's Test
- s. Tamper Switch
- t. Water Flow/Pressure Switch
- u. Water Motor Gongs
- v. Fire Department Connection
- w. Wet/Dry Standpipe System
- x. Hose Valves

3. Equipment Inventory

A preliminary inventory list of existing equipment at MCPS facilities is included under **APPENDIX H (This list is an approximation base on existing information)**; however, it will be the successful contractor(s) responsibility to verify equipment on site. The contractor will then document all changes to the equipment list supplied by MCPS.

- 4. The MCPS Project Coordinator(s) will schedule with the successful contractor(s) all inspection work as required. No work shall be performed without the MCPS Project Coordinator's authorization.
- 5. No audio and visible testing of the fire alarm and sprinkler shall be performed during instructional hours of the school day. Contractor(s) shall perform that portion of the testing before or after instructional hours.

6. The contractor(s) will be allowed to perform silence testing and inspections of fire alarm audio and visible devices if a qualified technician is on site who is experienced and capable of deactivating fire alarm notification devices. However, contractor(s) shall have technician at the fire alarm panel at all times during the silence testing to monitor for unexpected emergencies. If an emergency occurs, the technician shall quickly re-activate all notification devices to alert all occupants in the facility.
7. Fire alarm panel(s) that cannot be silenced will be re-scheduled by MCPS for non-instructional school days. Contractor(s) shall assign experience technicians to the testing and inspection team, who have the required training to deactivate and activate notification on various types of fire alarm systems.
8. The contractor shall provide all necessary equipment, including but not limited to, lifts, ladders, smoke/heat/CO detector test kits etc. and tools to complete the inspection.
9. **The contractor(s) shall provide the services of a bona-fide Elevator Technician for elevator access and this cost shall be included in bid prices offered. A copy of the annual and five year test reporting form (DLLR) for the Elevator recall test shall be placed in the Elevator Machine Room, and one copy shall be included with inspection reports.**
10. The contractor(s) shall load test all batteries. Any battery that fails the load test shall be replaced by either in-house MCPS staff or the contractor(s) as determined by the MCPS Project Coordinator.
11. **The contractor(s) must provide itemized device inspection report of schools/facilities, type of panels, initiating and indicating devices with location for fire alarm and sprinkler, fire pump, and fire hydrant.**

The contractor(s) are required to complete the MCPS Inspection Report and attach additional NFPA 72, 25, 20 and 13 requirements for fire alarm and sprinkler inspections. See information under **APPENDIX H**. The inspection report shall include all deficiencies. The MCPS Project Coordinator will determine if MCPS staff will make repairs or authorize the contractor(s) to make such repairs. **The contractor(s) are authorized to make minor repairs, such as bulb, battery and device, replacements etc., costing less than \$250.00 in total cost, including labor and materials, per site, without prior MCPS approval. All minor repairs shall be listed separately and attached to the submitted reports identifying the item repaired and locations(s)**

12. A Fire Code Compliance Documentation binder is maintained at each MCPS facility. At the completion of inspection, the contractor(s) shall place a copy of the MCPS Inspection Report and additional NFPA forms in the binder at each MCPS facility. One copy of this report shall be forwarded to the MCPS Project Coordinator within **three business days** of inspection and one copy shall be retained by the contractor(s) for their records. Contract shall comply with Local Fire Marshal regulations for annual inspections.

13. At MCPS's discretion, components failing a test shall be repaired by MCPS Staff, or by the contractor using the unit prices herein. The MCPS Project Coordinator or authorized representative will make this decision and will inform the contractor(s) accordingly. **The contractor(s) shall notify the MCPS Project Coordinator immediately regarding any system found to be non-operational.**
14. If the equipment list is not available for new/modernized facilities that are added to this contract, the contractor(s) shall visit the site to inventory the Fire Alarm, Sprinkler Systems and Fire Hydrants in detail and supply proposal to complete the annual fire alarm and sprinkler inspections/testing for that facility. During the inspection, the contractor(s) shall record the new data from the facility. Data to be listed shall include manufacturer, model number, components, quantities, location of equipment and devices within the facility and other nameplate data. This information will be provided by the contractor(s) and given to the MCPS Project Coordinator in electronic and paper forms.

E. **REPAIRS**

Unit prices offered for technician and helper labor shall be used as required to make routine and emergency services/repairs as requested by MCPS, which will be above and beyond the annual inspection prices offered. Material will be priced in accordance with the change order process herein. Repair work shall be based on the unit prices offered for labor as specified in the contract, and the MCPS Project Coordinator or designated representative must authorize all services/repairs. **The contractor(s) invoice shall only be the hours worked at the MCPS location. MCPS will not pay for travel time to and from the location. MCPS will pay the contractor a minimum of two hour technical labor for each service/repair calls.**

1. The contractor(s) shall be notified by the MCPS Project Coordinator or designated representative to make repairs as required (with the expectations to the \$250.00 pre-approved minor repairs made during inspections). **MCPS will not pay for any non-authorized repairs except as previously noted herein during inspections. (Repairs under \$250.00 during inspections)**
2. The contractor(s) shall provide and include in their bid prices, all necessary equipment, tools, and miscellaneous truck stock, i.e. ladders, lift, test instruments, etc. as required to complete contract responsibility.
3. The contractor(s) shall submit repair cost estimates for all repairs to the MCPS Project Coordinator or authorized MCPS personnel, as requested, for authorization, prior to making repairs.
4. **All equipment program(s)/access codes must be turned over to MCPS staff upon request.**

5. Materials: The contractor shall provide parts which shall be invoiced using the Change Order cost for material (Section F Contract Administration herein) and the labor supplied on the Quotation Form **APPENDIX J**. The contractor shall be reimbursed for their documented material cost as invoiced by the supplier plus Change Order mark-up. The contractor must submit to the MCPS Project Coordinator, itemized invoices from the supplier.
6. Sub-contracting: All approved sub-contractor repair work not covered under this bid will be compensated based on the direct cost of the sub-contractor, with a percentage mark-up as identified under Contract Administration, Section F. herein.
7. Service Response Time:
 - a. The contractor(s) shall respond to all routine request placed for repair within 24 hours from receipt of telephone notification from the MCPS Project Coordinator or designated representative. Routine repair request will be completed in the timeframe agreed to by the MCPS Project Coordinator and the contractor, prior to making repairs.
 - b. Emergency repair service shall be available 24 hours a day, seven days a week, including all MCPS holidays. The contractor shall respond to MCPS request with a qualified fire alarm/sprinkler technician within two hours from receipt of telephone notification from MCPS declaring an emergency situation. The contractor shall stay focused and continue working on the emergency until the situation causing the emergency is repaired. Major labor requirements for emergency service repairs that exceed the two hours minimum service repair time, require prior approval by the MCPS Project Coordinator or approved designated representative.
8. All parts needed to resolve emergency conditions shall be delivered by the fastest priority means available.

F. ADDITIONAL TESTING

It is our intent to use the unit prices offered for technical labor throughout the term of the contract for additional sprinkler system inspections. This will include but will not be limited to three (3) year dry sprinkler system air testing, five (5) year wet sprinkler obstruction testing and five (5) year standpipe flow testing. All additional testing will be performed in accordance with the latest applicable laws, codes and regulations of the various regulatory bodies of the State of Maryland, Federal/Local Governments, with special attention to Montgomery County Fire Code, NFPA and all other boards or departments having jurisdiction.

G. SYSTEM FAILURE

The service technician shall report to the MCPS Project Coordinator or authorized representative immediately upon identifying any conditions that may jeopardize the ability of the fire alarm or sprinkler equipment/system to function as intended.